



January 2010(provisional syllabus)

**CODE OF PRACTICE FOR DRIVERS OF HORSE DRAWN VEHICLES
WORKING ON THE PUBLIC HIGHWAY**

PROVISIONAL SYLLABUS FOR

***CANDIDATES AND ASSESSORS PLEASE NOTE:
THE CURRENT CODE OF PRACTICE IS STILL UNDER REVISION WITH THE
DEPARTMENT FOR TRANSPORT. THIS DOCUMENT REPRESENTS THE CURRENT,
INTERIM SYLLABUS, FOR USE PENDING FINAL APPROVAL.***

**DRIVING HORSES ON THE PUBLIC HIGHWAY
(Road Driving Test for Commercial harness horse drivers)**

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INTRODUCTION

1. The Code of Practice Assessment is designed for drivers and operators of horse drawn vehicles, especially those who use such vehicles to carry paying passengers.
2. There is no legal requirement to hold a qualification or to obtain a licence in order to drive a horse drawn vehicle on the public highway, except when operating a 'taxi' service. Local Authorities normally require evidence of Driver and Operator competence to drive horse drawn vehicles on the public highway, plus an annual inspection of horses, harness, vehicles and public liability insurance, before granting a Hackney Carriage Licence.
3. The Code of Practice is not a license to operate.
4. Local Authorities have no facility for granting licenses to horse drawn wedding and funeral service providers. However, holding a recognised national professional qualification may help to reduce insurance premiums, and may also be used to provide evidence of competence following an accident.
5. Drivers and Operators of commercial horse drawn services should ensure they apply for training and qualifications which are appropriate to their activities.
6. The Code provides Assessment for the recommended minimum levels of competence for drivers and operators of horse drawn vehicles, plus vehicle and harness safety checks and risk assessments.
7. As this is a **minimum** level competence, some insurance companies and/or Local Authorities may require a more advanced level of competence for the purposes of insurance or for providing a Licence to operate a Hackney Carriage service. Details of all BDS Qualifications are available from The Secretary, BDS Awards Board, Swingletree, The Buntings, Church Road, Wingfield, Diss, Norfolk, IP21 5QZ; Tel: 01 379 388 314; e-mail: bdseducation@aol.com
8. The emphasis is on the safety of the Driver, Groom(s), passengers, other road users and the horse(s), plus on minimum requirements for the general welfare of harness horses
9. The Code applies to all types of horse drawn vehicles used on the public highway, but is primarily aimed at operators of vehicles carrying fare paying passengers (ie: vehicles used to provide passenger carrying services for hire and reward).
10. The Code of Practice Road Driving Assessment is designed to be taken using the operator's own horse(s), harness and vehicle, and on the route(s), which will be normally used for operational purposes. The Road Driving Assessment will normally be taken using the operator's own horses, equipment and facilities, and on the normal or approved route.
11. Where the candidate is a Driver employed by an operator, the Assessment should be taken using the normal horses and equipment provided by the operator for the Driver's use.
12. The annual inspection of harness and vehicle(s) **must** be carried out using the harness and vehicles normally used by the operator for providing the commercial service.
13. Where a hackney carriage licence is required, the operator will be required to identify to the Assessor one or more routes which have been approved by the Local Authority as suitable for granting a licence to operate a horse drawn passenger carrying service, and the Road Driving Assessment must take place on one of these routes. (*NB: A candidate may take the Road Driving Assessment on a route for which Local Authority approval is pending*).
14. Operators of horse drawn passenger carrying services should be aware that some Local Authorities have their own additional requirements for applicants for a hackney carriage licence, which may include an annual medical for each driver, plus an annual veterinary check for each horse.



15. In some cases, it is a Local Authority requirement that each horse used to operate the service is also microchipped, and that a log book of the hours worked per day and rest periods is kept and made available to the Local Authority on request. Candidates are advised to check requirements with their Local Authority before deciding whether they require a Local Authority Licence to operate. Operators will need a separate licence to operate in each Local Authority Area.
16. Candidates for Assessment are advised to obtain pre-assessment training, in order to enable them to reach the required standard. Details of training courses are available from BDS Training Office, 83, New Road, Helmingham, Stowmarket, Suffolk, IP14 6EA; tel: 01 473 892 001; e-mail: email@britishdrivingsociety.co.uk ; or visit the BDS website Training and Education pages at www.britishdrivingsociety.co.uk .

APPLYING FOR ASSESSMENT, ASSESSMENT, AND ASSESSMENT CRITERIA

Candidates should apply to the British Driving Society (BDS) for a Code of Practice Road Driving Assessment. An application form can be downloaded from the BDS website at www.britishdrivingsociety.co.uk (follow the links to training, education and forms), or by post from the BDS Office, 83 New Road, Helmingham, Stowmarket, Suffolk, IP14 6EA (Tel: 01 473 892 001: e-mail: email@britishdrivingsociety.co.uk) – please send a stamped, addressed envelope to receive an application form by post. Completed Application forms should be sent to the BDS Office, together with the Assessment Fee. An application form, plus full details of the fees and costs can be found at **ANNEX A**.

THE CODE OF PRACTICE ROAD DRIVING ASSESSMENT

Assessment is normally carried out at the operator's premises, using horse(s), vehicle and harness normally used by the operator for the purpose of providing commercial horse drawn services. Where the operator intends to apply for a Local Authority Hackney Carriage Licence, the Assessment should take place on the route(s) approved by the Local Authority for operating this service. An Assessment Fee of £95 is payable to the British Driving Society, which includes the Assessor's Fee and cost of Certification, but which DOES NOT include Assessor's travelling expenses (Assessor's travelling expenses are payable directly by the Candidate to the Assessor prior to Assessment)

Where the Assessment is carried out at a different venue from the operator's premises and/or using the approved route(s), then a separate inspection of the approved route must also be carried out by an Assessor. Where the route inspection is carried out at a different time from the Road Driving Assessment, an additional fee of £95 plus Assessor's travelling expenses, is payable.

THE ROAD DRIVING ASSESSMENT MAY BE TAKEN USING EITHER A SINGLE, PAIR OR TEAM OF FOUR HORSES, AND IN EITHER A RURAL OR URBAN ENVIRONMENT.

In order to achieve a Certificate, the candidate must be Assessed driving either a Single, Pair or Team of Four horses, and, if successful, will be awarded a Certificate for the specific turnout Assessed.



Candidates must ensure they are separately Assessed for competency with each type of turnout (Single, Pair or Team of Four) they anticipate using. A Competency Certificate to drive a Single horse will not imply competency to drive a Pair or Team of Four.

Successful Candidates should also be aware that the Code of Practice Certificate of Competence is the minimum level of competence provisionally agreed with the Department for Transport for the purposes of providing commercial passenger carrying services. Whilst the Driver will be Assessed for competence for communicating effectively with the Harness Horse Grooms, the Code of Practice Certificate DOES NOT confer or imply any competence in training Grooms, nor in teaching others to drive, nor for supervising other harness horse drivers. Drivers wishing to carry out any of these activities should take the relevant Qualifications. Details of all relevant harness horse qualifications, for both Drivers and Grooms, are available from the British Driving Society Office.

Candidates will be assess as competent to drive in either a Rural Environment, or an Urban Environment. Candidates intending to drive in both Rural and Urban environments will need to be separately Assessed for each Environment.

A ` Rural Environment` means on quiet country lanes with minimal motorised traffic. Candidates with a Rural Environment Certificate will also be deemed competent to drive in an enclosed off-road area (ie: the grounds of an historic house, or grounds of a theme park). The Assessment for Rural Environment Candidates may simulate roundabouts, traffic lights, zebra crossings, and kerbs where these are not encountered during Assessment.

An ` Urban Environment` means on roads in a town with a moderate amount of motorised traffic, and will include an enhanced awareness of other road users, road signs, traffic lights, roundabouts. The Urban Environment will normally be the town where the Candidate normally operates the horse drawn vehicle. Urban Environment Candidates are not allowed to simulate roundabouts, traffic lights, zebra crossings or kerbs during Assessment.

Where a Candidate wishes to be Assessed for driving more than one type of turnout (ie: Singles, plus Pairs; Singles plus Teams of Four; Pairs plus Teams of Four; Singles, Pairs plus Teams of Four), in both Rural and Urban Environments, they need be Assessed for driving only the largest number of horses in the Urban Environment (ie: A Candidate who wishes to drive Singles, Pairs and Team of Four in both Rural and Urban environments may drive the Single and the Pair in the Rural Environment and the Team in the Urban Environment - there is no need to drive all types of turnouts in both environments).

Preparation

SECTION A - Harness

- Harness will normally be traditional English leather harness, either full collar or breastcollar.
 - Harness made out of synthetic materials is not prohibited, provided it fits the horse correctly and comfortably, and is fit for purpose.
 - Metalwork may be either brass or white metal
- A1.** The Assessor will observe the candidate carrying out a complete check of every part of the harness for wear, tear or damage. The Assessor will ask the candidate to identify random parts of the harness and to explain their function, and also to explain the risks of using worn, torn or damaged harness.
- A2.** Candidates who are unable to identify correctly and/or explain the function of more than 3 pieces of harness will **FAIL** this section.
- A3.** Candidates providing Harness which, in the opinion of the Assessor, is unsafe to use due to wear, tear or damage to all or any part will **FAIL** this section.

Harness which fails Section A3 section cannot be used for the Road Driving section of this Assessment. The candidate is strongly advised to ensure that their harness will meet the criteria before Assessment takes place. If, in the Assessor's opinion, the harness is not fit for purpose, the Assessor will advise the candidate that the harness is not safe to be used (either for the purposes of Assessment nor for driving horses for any other purpose).

PLEASE NOTE: IF THE CANDIDATE IS UNABLE TO PROVIDE HARNESS WHICH IS SAFE AND FIT FOR PURPOSE, THE ASSESSMENT WILL BE HALTED AT THIS POINT. THE CANDIDATE WILL BE RECORDED AS HAVING FAILED ASSESSMENT (on the grounds of faulty harness), WILL FORFEIT THE ASSESSMENT FEE AND ASSESSOR'S TRAVELLING EXPENSES, AND MUST RE-SUBMIT A FULL APPLICATION FOR A NEW ASSESSMENT.

Candidates should note that they may not be covered by the terms and conditions of their insurance policy if they use harness which has been Assessed as not fit for purpose.

Recommended reading:

The encyclopaedia of Driving by Sallie Walrond

- A.1.1. All harness must be in clean condition at the commencement of Assessment.** The minimum standard is that all parts of the harness must have been washed clean of any dirt, grease, sweat, etc, and saddle-soap or other suitable dressing applied as appropriate (*NB: the criteria is that the harness be supple so that it is comfortable for the horse to wear, and that straps are flexible enough to be capable of being undone without undue effort*). There must be no rust on any metal part and no verdigrise (encrusted green deposit) on brass fittings. The

Assessor will prefer to see that leather, patent leather and metal fittings have been polished (*NB: candidates will not be failed solely on the grounds of providing unpolished harness, although this may be a contributory factor to the Assessor concluding there is an overall lack of general care of equipment*).

- A.1.2 The harness must be checked for wear, tear and damage prior to harnessing up the horse(s).** The candidate must check over every part of the harness for signs of wear, tear or damage. The harness may either be taken apart and checks carried out as it is re-assembled, or it may be checked over fully assembled (*NB: if the harness is already assembled, then the Assessor will expect to see visual checks made of both sides of the harness, and under buckles*). A visual check of each part of the harness is the minimum standard, with the candidate looking for any cracks, splits or stretching in the leather (especially around holes), broken, worn or frayed stitching, and signs of damage or wear to metal parts. Each item of harness should be checked over on both sides. Be aware of the dangers in areas where leather is bent or folded around any part of the harness (rein billets, for example), where the leather may become shaped or ' moulded' with constant usage, and may be creased or misshapen. Check all keepers.

SECTION B - The vehicle

- The vehicle may be traditional (either antique or reproduction) or modern.
 - The vehicle must be designed for the intended purpose, ie: for weddings, funerals, or general passenger carrying. (*NB: it is normal to take the road assessment test using the vehicle the candidate proposes to use for the purpose of proving a commercial service, however, it may be felt inappropriate to use a horse drawn hearse for the purpose of Assessment in which case another vehicle may be substituted. Where a substitute vehicle is used for Assessment, this must be similar in length and weight to the vehicle normally used by the operator. Cross-country, ' marathon' type vehicles are not suitable for the purposes of the Code of Practice Assessment. Candidates proposing to use substitute vehicles, which they do not normally use for providing a service to customers, should discuss this with BDS Awards Board when applying for Assessment. BDS Awards Board will advise the Assessor of the proposed substitution; the Assessor's decision on the suitability of the vehicle provided for the purposes of this Assessment will be final*).
- B.1.** The Assessor will observe the candidate carrying out a full vehicle check before putting-to the horse(s). The Assessor will ask the candidate to identify random parts of the vehicle and to describe their function.
- B.2** Candidates unable to identify and explain the functions of more than 3 parts of the vehicle will **FAIL** this section of the Assessment.
- B.3.** Candidates providing a horse drawn vehicle which, in the opinion of the Assessor, is unsafe for use due to wear, tear or damage to all or any part will **FAIL** this section.

Any horse drawn vehicle which fails Section B3 cannot be used for the Road Driving section of this Assessment. The candidate is strongly advised to ensure that their vehicle will meet the criteria before Assessment takes place. If, in the Assessor's

opinion, the vehicle is not fit for purpose, the Assessor will advise the candidate that it is not safe to be used (either for the purposes of Assessment nor for driving horses for any other purpose).

PLEASE NOTE: IF THE CANDIDATE IS UNABLE TO PROVIDE A HORSE DRAWN VEHICLE WHICH IS SAFE AND FIT FOR PURPOSE, THE ASSESSMENT WILL BE HALTED AT THIS POINT. THE CANDIDATE WILL BE RECORDED AS HAVING FAILED ASSESSMENT (on the grounds of faulty equipment), WILL FORFEIT THE ASSESSMENT FEE AND ASSESSOR'S TRAVELLING EXPENSES, AND MUST RE-SUBMIT A FULL APPLICATION FOR A NEW ASSESSMENT.

Candidates should note that they may not be covered by the terms and conditions of their insurance policy if they use equipment which has been Assessed as not fit for purpose.

B.1.1. The horse drawn vehicle must be in clean condition at the commencement of the Assessment. The minimum standard is that all parts of the vehicle must have been washed clean of any dirt, grease, sweat, etc, and grease applied to turntables and axels as appropriate. The vehicle must be of a suitable size and weight for the intended horse(s), and have a suitable seat for the Driver and Groom(s). Shafts and pole must fit the vehicle correctly and securely and be of the correct length and height for the proposed horse(s). The vehicle should not show any overall signs of wear, tear or damage, and there must be no signs of rust on metal parts or damp or woodworm damage to wooden parts. A full vehicle checklist is included at **Annex B** (*NB: the full vehicle check is a separate, annual inspection; whilst the full vehicle inspection is NOT part of the Code of Practice Road Driving Assessment, candidates are advised to check that their vehicle complies with these safety requirements*). The Assessor will prefer to see that paintwork and varnish is in reasonable condition (*NB: candidates will not be failed solely on the grounds of flaking paint, although this may be a contributory factor to the Assessor concluding there is an overall lack of general care of equipment*). Brakes are not compulsory, but must be in working order if fitted. Red reflectors must be fitted to the rear of the vehicle. Lamps (traditional or battery-operated) must be used if driving between dusk and dawn on the public highway

B.1.2 The vehicle must be checked for wear, tear and damage prior to harnessing up the horse(s). The candidate must carry out a routine check-over of the vehicle for signs of wear, tear or damage prior to putting horses to the vehicle. A visual and manual check of all parts of the vehicle is the minimum standard, with the candidate looking for signs of wear, tear or damage (often indicated by cracks in paintwork); rust on metalwork; fatigue or cracks in welds; rot and woodworm on woodwork; loose and missing screws and bolts; loose panels. The candidate will carry out manual checks for looseness of fittings, panels, tyres, spokes, etc. Turntables must be capable of turning freely; brakes (where fitted) must be in working order. Vehicles which fail the routine pre-driving check cannot be used for the purposes of the Code of Practice Road Driving Assessment.

Candidates are strongly advised to ensure their vehicle meets the required standards before

Assessment, and should be aware that vehicles which do not meet the standards may not be covered by the terms of their insurance policy or License to Operate.

SECTION C - The horse(s)

- All horses used for the purposes of the Code of Practice Assessment must be at least 6 years old and have been trained to be driven in harness on the public highway. Candidates may be asked to show the Horse Passports to the Assessor. Horses which, in the opinion of the Assessor, are under-age, or are inadequately trained, and/or temperamentally or behaviourally unsuitable, to be driven safely on the public highway cannot be used for the purposes of this Assessment.
- All horses used for the purposes of the Code of Practice Assessment must be sound in wind and limb, and must be adequately shod. Horses which, in the opinion of the Assessor, are unsound, inadequately shod, or otherwise unfit for the purposes of this Assessment, cannot be used for the Assessment.
- Where a horse is found to have become unsuitable on the day of Assessment (ie: unexpected lameness or illness; lost or loose shoe(s), etc), the Assessor may permit the candidate to provide a substitute horse, providing this can be obtained within a reasonable time-frame. In some circumstances, BDS Awards Board may permit the Assessment to be postponed to a later date, in which case a £25 postponement fee will be charged to cover administrative costs, and the candidate will be required to pay all Assessor's travelling fees, but will not be penalised by having to pay the full Assessment Fee again.
- Where, in the opinion of the Assessor, a horse or horses are not adequately trained to be driven safely on the public highway, and/or have pre-existing issues of soundness or ability, and/or are inadequately shod, and/or are unsuitable to be used for any other reason, the candidate will **FAIL** this section of the Assessment, will forfeit all Assessment fees and expenses, and will need to re-apply to take the Assessment at a later date with a suitable horse or horses . Candidates are strongly advised to ensure the horse(s) they provide for the purposes of Assessment are adequately trained to be driven safely on the public highway, physically sound, and recently shod.
- Operators of horse drawn vehicles may wish to obtain veterinary advice on the physical suitability of any equine intended to be used to provide horse drawn services.

C.1. The Assessor will observe the candidate carrying out a routine visual and manual check of each horse used for assessment, to check the following :

- shoes** – should not show excessive signs of wear; must not be loose; no risen clenches
- hooves** – frogs must be free of stones, etc; hooves should have been recently picked out and clean
- coat** – no mud, grass or stable stains; should have been recently brushed; may be clipped or unclipped
- mane and tail (including feathers where present)** – no dirt, twigs, droppings, etc; should have been recently brushed out; tail should not be excessively long (ie: must not touch the ground); mane may be unplaited or plaited; pulled or unpulled (NB: manes should not be so excessively long that they risk tangling in the harness)

v. **eyes, nose, mouth and dock :**

clean with no signs of discharge; bars of mouth should not show signs of damage or bruising

- vi. **overall:** check for recent cuts, sores; no signs of harness sores on any part of body; (minor nicks, surface scratches, and scars and healed-over wounds and blemishes are acceptable, provided they are not aggravated by the movement of the harness).

SECTION D - Harnessing up and putting-to

- D.1.** The Assessor will observe the candidate harnessing up the horse(s), using the harness which has previously been identified and checked (**Section A**). All items of harness must be correctly fitted for safety and for the comfort of the horse.
- D.2.** The candidate must select a suitable area for harnessing up, and must restrain the horse(s) correctly and appropriately (*NB: the horse(s) will normally be tied up to a tying-up ring, using a correctly fitting headcollar, rope and quick release knot. Alternatively, an assistant may hold the horse during harnessing up, using a correctly-fitting headcollar and rope, and in-hand bridle where appropriate*).
- D.3.** The candidate must select a suitable area for putting the horse(s) to the vehicle, and will normally have positioned the vehicle correctly before harnessing up the horse(s).
- D.4.** The horse(s) will be led to the putting-to area (if more than one horse is being used, the candidate may make use of assistant(s) for this purpose). The horse(s) must be correctly positioned in relation to the vehicle (Singles – directly in front of the shafts with their back to the vehicle; Pairs – one each side of the pole), and the candidate must direct their assistant(s) to maintain control of the horse(s) whilst putting-to. The Assessor will observe the candidate putting the horse to the vehicle.
- D.5.** the candidate will carry out a complete visual and manual check to ensure that each horse is correctly and safely put to the vehicle
- D.6.** The Assessor will ask questions designed to test the candidate's knowledge and understanding of safety and welfare and correct procedures.
- D.7.** Candidates who harness up and/or put-to incorrectly will **FAIL** this section. Candidates who answer more than 3 harnessing up and more than 3 putting-to questions incorrectly will **FAIL** this section. Candidates failing Section D will forfeit all Assessment fees and expenses, and will need to re-apply for a new Assessment, paying the full fee. Candidates are strongly advised to ensure they have the required levels of competence, knowledge and understanding prior to applying for Assessment. Details of training courses are obtainable from the BDS Office (address at **Annex C**)

SECTION E - Driving the horse(s) and vehicle

The Candidate should discuss and agree the proposed road driving route with the Assessor at the commencement of Assessment. (*NB: where Assessment takes place at the Candidate's own premises, or normal venue of operation, it is likely that the candidate will be much more familiar with the area than the Assessor. The Assessor needs to have some idea of the route, in order to carry out a viable Assessment. Candidates may either provide a map and explanation of salient features, such as gradients, junctions, traffic volume, etc, or may arrange for the Assessor to inspect the route by car prior to Assessment.*) Where the route for the Rural Environment Assessment does not include features such as traffic lights, pedestrian crossings, and roundabouts, the candidate and Assessor should agree safe and effective methods of assessing these by simulation (Urban Environment Candidates are **not** permitted to simulate these features). Where reversing/backing up and turning a semi-circle/U-turn cannot be performed safely on the public highway, or without causing disruption to other road users, these may be assessed off-road in simulation, and cones may be used to represent gate posts.

Please note that all Assessment Sections E1 – E4 are either **PASS** or **FAIL**. Please also note that where a candidate has, in the opinion of the Assessor, failed to maintain safety of self, Groom(s), horse and others (including the Assessor), the Assessor may abort the Assessment immediately. Where the Assessment is aborted on safety grounds, the candidate will be recorded as having **FAILED** the whole test, will forfeit all Assessment fees and expenses, and will need to re-apply for Assessment, paying the full fee again.

Failure to carry out certain, essential procedures will constitute failure of the whole test, and are marked with an **X**, and the Assessor will abort the test at this point. Failure to carry out certain operations correctly or at all will result in the candidate receiving penalty points. Candidates receiving more than **8** penalty points in total will **FAIL** the whole Assessment. Penalty point activities are marked **P** plus the relevant number of penalty points to be allocated (ie: **P-2** – means failure to perform the action correctly or at all will accrue 2 penalty points). Each failure will accumulate penalty points. Assessors must abort the Assessment when 8 penalty points have been accumulated

E.1.	The candidate will pick up the reins and mount the vehicle, ensuring that they retain control of the horse at all times, and that they make correct use of their Groom(s) to maintain effective control of the horse(s) whilst mounting	X
E.2.	The horses must be driven using the English Coaching Style (all reins in the left hand with right hand supporting) throughout the Assessment	X
E.3.	The candidate must drive the horse along the public highway, on a route pre-agreed with the Assessor, for a minimum of ¼ mile. The Assessor will observe the candidate carrying out all of the following procedures :	
E.3.i	Checking, and using Groom(s) to check, that exit onto road is clear of other traffic and pedestrians. Moving out safely onto road.	X
E.3.ii	Correct and appropriate use of voice commands to horse(s).	P-1
E.3.iii	Effective communication with Groom(s)	P-1
E.3.iv	Releasing brake (where fitted) prior to asking the horse to move off	P-3
E.3.v	Standing horse(s) up and driving away smoothly at the walk	P-2
	Maintaining control of the horse(s) at all times	X

	Correct rein handling – no slack reins; no fumbling with reins; Driver does not ‘split’ reins	X
	Correct and appropriate use of driving whip. Whip must be held at all times whilst driving the horse, and not left in whip holder. Whip should be used to assist with signalling intentions to other road users	P-2
	Obey the Highway Code and Road Traffic Legislation	X
	Driving on the correct side of the road, and driving with consideration to all other road users	X
	Being alert to and aware of other road users, especially motor traffic, and including pedestrians and other animals (ie: riding horses; dogs) and take appropriate actions to minimise risks to self, horse and others whilst driving	X
	Making effective use of Grooms to : advise of traffic approaching from behind, or on nearside; dismount and go ahead to check junctions, blind bends, etc; assist with controlling horses from the ground when halted for any reason; to communicate with other road users in order to ensure safety of self, Driver, horse and others	P-3
	Approach a junction; make a left hand turn: check road ahead is clear in all directions, and check for vehicles approaching from behind; use Groom(s) as appropriate. Signal intention to turn left to other road users; ensure adequate turning space, and turn onto road when safe to do so, taking up correct position in road following turn.	X
	Approach a junction; make a right hand turn: check road ahead is clear in all directions, and check for vehicles approaching from behind; use Groom(s) as appropriate. Signal intention to turn right to other road users; ensure adequate turning space, and turn onto road when safe to do so, taking up correct position in road following turn.	X
	Pass a stationary vehicle: check for oncoming traffic and traffic approaching from behind; signal intention to pull out; pull out around stationary vehicle when safe to do so; return to correct position in road following manoeuvre	X
	Halt at the kerbside: select a safe and suitable halting place; signal intentions to pull over; drive smoothly to a halt; use Groom(s) effectively to assist with maintaining control of horse(s) from the ground, and maintaining an effective halt, whilst passengers mount or dismount the vehicle (or whilst any item is put on/taken off the vehicle). Be aware of the possibility of passengers slipping whilst mounting or dismounting, and take appropriate action to minimise this risk.	X
	Move off safely from the kerbside: check for traffic and pedestrians; signal intention to move out into road; move out smoothly when safe to do so. Make effective use of Groom(s) to assist with this manoeuvre.	X
	For Candidates being Assessed for DRIVING IN A RURAL ENVIRONMENT ONLY, the following may be Assessed by simulation, if not encountered during Assessment. For all Drivers, simulation may take place in a suitable off-road area if it would not be safe to carry out these manoeuvres on the public highway; cones, or other suitable equipment may be used to mark the perimeter of the simulated Roundabout and exit routes, and ‘gateposts’.	

	<p>Approach and drive around a Roundabout: approach roundabout in left hand lane; check for traffic before and behind; check traffic on roundabout, and give way (halt) as appropriate; make effective use of grooms to assist with controlling horse(s) from the ground if it is necessary to halt; signal intentions to other road users; take up position in left hand lane of roundabout, and drive around the roundabout in the left hand lane until the desired exit is reached; signal intention to turn at desired exit; turn when safe to do so, straighten up and take up correct position in road.</p>	<p>X</p>
	<p>Drive a semi-circle/ make a 'U' turn: Be aware of the turning parameters of your vehicle; check road is clear in front and behind; make use of Groom(s) to assist from the ground; turn smoothly and take up correct position in road following turn</p>	<p>X</p>
	<p>Turn a semi-circle controlling horses from the ground (heavy horses only):. be aware of the turning parameters of your vehicle; check road is clear in front and behind; check reins are secured correctly; maintain control of the horse(s) at all times.; BE AWARE OF THE RISKS OF LOOSING CONTROL OF HORSES WHEN MANOEUVRING THEM FROM THE GROUND</p>	<p>X</p>
	<p>Reverse vehicle / back into a defined space: . This may be carried out from the driving seat, or Heavy Horses only may be controlled from the ground Check space behind is clear of obstructions; check for traffic and pedestrians behind; where manoeuvring through a gateway, or into a defined space, check there is enough clearance on either side for the widest part of the vehicle; secure reins correctly; reverse horse(s) using reins and voice commands; make appropriate and effective use of Groom(s) at all times. Maintain control of the horse(s) at all times. . BE AWARE OF THE RISKS OF LOOSING CONTROL OF HORSES WHEN MANOEUVRING THEM FROM THE GROUND</p>	<p>X</p>
	<p>Passengers mounting and dismounting safely. Passengers may only mount/dismount whilst vehicle is halted. Candidate must maintain effective control of the horse(s) at all times, making use of Groom(s) to assist from the ground as appropriate. The candidate must take active steps to maintain passenger safety at all times.</p>	<p>X</p>

i.

E.6. the Assessor will ask relevant questions, and ask the candidate to explain reasons for procedures, during Assessment, in order to Assess the candidate's underpinning knowledge and understanding. A full list of questions appears at **Annex D**. Incorrect answers to any question marked **M** will result in the candidate **FAILING** the whole test. Incorrect answers to more than 5 per cent of questions marked **O** will result in the candidate **FAILING** the test. The Assessor will normally ask a minimum of 10 questions marked M plus 10 questions marked O, but may ask more.

E.5. Candidates who, in the opinion of the Assessor, do not reach the required level of driving competence during Assessment, and/or do not have the required level of knowledge and understanding, will **FAIL** this section. Candidates failing **Section E** will forfeit all Assessment fees and expenses, and will need to apply for a new



Assessment, paying the full fee again. Candidates are strongly advised to ensure they are able to drive horses to the required level of competence, and also that they have the required underpinning knowledge and understanding before applying for Assessment. Details of training courses are available from the BDS Office (address at **Annex C**)

SECTION F - Ending the drive

- F.1.** at the agreed end of the Assessment drive, the horse(s) should be taken to a suitable area for taking out (this will normally be the same area where they were put-to). Horses should be taken out of the vehicle correctly, unharnessed and made comfortable following the drive. **X**
- F.2.** the candidate should discuss cooling down procedures for the horse at the end of The drive. Appropriate cooling down procedures will depend on various circumstances, including temperature, weather, thickness of coat, etc. Cooling down procedures may include: walking the horse until cool, or until sweat has dried; or, after unharnessing, sponging off sweat marks; washing horse down; brushing off minor sweat marks under harness; using sweat rug
- F.3.** When at taking-out area, Driver dismounts and horse is taken out of vehicle correctly, whilst Groom maintains control from the ground; horse is unharnessed; and made comfortable **X**
- F.4.** The harness and vehicle should be stored correctly, and the horse stabled safely.

G. KNOWLEDGE AND UNDERSTANDING

An '**X**' means the candidate has failed the whole knowledge & understanding section; '**P**' means the designated number of penalty points should be awarded for each incorrect answer (ie: **P-2** means 2 penalty points should be awarded for each incorrect answer). Candidates accumulating more that 10 penalty points will FAIL this section. Failure of this section means failure of the whole Assessment

1	Give the order in which harness should be put on and taken off	P-1	
2	Explain the function of each part of the harness	P-1	
3	Explain how to check each part of the harness fits the horse correctly and comfortably for work	P-2	
4	Explain how to adjust breeching correctly, and outline the dangers of it being too high; too low or too loose	X	
5	Explain how to check the horse is at the correct distance from the vehicle during putting-to	X	
6	Explain why the ridger chain should be vertical to the shafts (heavy horses only)	X	
7	Explain the dangers of removing the bridle before taking the horse out of the vehicle	X	
8	Give a list of spare harness which it is advisable to carry with the vehicle in case	P-1	

	of breakages.		
9	Explain safe procedures for dealing with breakages whilst driving	P-1	
10	Explain the purpose of harness checks, and explain how to recognise whether each part of the harness is sound and fit for use	X	
11	Outline the most common areas of wear and tear on the harness	P-2	
12	Explain how to choose harness which fits the horse correctly and comfortably (especially the collar)	X	
13	Explain the dangers of driving with slack reins	X	
14	explain how to balance a two wheeled vehicle correctly	X	
15	Describe actions to be taken if a horse shies for any reason	P-2	
16	Describe actions to be taken if a horse falls whilst being driven	P-2	
17	Describe procedures for approaching and driving up and down hills, and outline the risks of trotting downhill	X	
18	Describe procedures for driving on slippery surfaces (whether due to wet, ice, snow, etc)	X	
19	Explain the importance of checking the horse's shoes and feet before and after work	X	
20	Summarise the risks of driving with (a) loose shoes, (b) badly worn shoes	X	
21	Describe procedures for dealing with a horse which reverses/back up at speed	X	
22	Explain why the ends of the shafts should not be behind the collar	X	
23	Outline the requirements of the Highway Code, Road Traffic Legislation, Town Police Clauses Act, and other relevant legislation as they apply to driving horse drawn vehicles on the public highway	X	
24	Explain the use of a seat belt for the Driver (heavy horses only)	P-2	
25	Describe signs of harness sores, and explain how these may be prevented	X	
26	Explain how to treat harness sores	P-3	
27	Explain the function and correct use of brakes on a horse drawn vehicle	X	
28	Explain the function and correct use of the drag shoe on a vehicle	P-2	
29	Describe safe procedures for meeting and passing ridden horses on the public highway	X	
30	Describe safe procedures for meeting and passing other road users, including: motor cars; motorbikes; bicycles; pedestrians; invalid carriages	X	
31	Describe safe procedures for minimising risks if horse runs too fast whilst being driven	X	
32	Describe safe procedures for instructing Groom(s) to assist with controlling horses from the ground	P-3	
33	Outline the correct order of harnessing up and unharnessing horses, and explain the dangers of using incorrect methods	P-2	
34	Outline the correct order of putting-to/hitching in and taking out of vehicle and explain the dangers of using incorrect methods	P-2	
35	Outline the correct order in which driver, grooms and passengers should mount and dismount the vehicle whilst the horses are put-to, and explain the dangers of using incorrect methods	X	

Annex B

FULL VEHICLE CHECK-LIST

Carriage Check List

Section A - 2 wheel carriages (traditional)

Area of inspection Check Reason for rejection

- 1.** End play on **axle** End play of 12mm or more
- 2.** Tight joints into hub Any looseness found in these areas, by using manual force Spokes into felloes Any looseness found in these areas, by using manual force. Steel rim or clincher on felloes. Any looseness found in these areas, by using manual force
- 3.** Rubbers for protrusion Rubbers protruding from the channel.

Wheels

- 4.** General soundness of wood Evidence of woodworm, rot or cracks
- 1.** Collinge axle - nuts and split pin in place. Signs of corrosion, looseness or missing components
- 2.** Mail axle - check hub bolts and nuts on inside of moon plate. Signs of corrosion, looseness or missing components
- 3.** Lubrication (both axle types). Lack of lubrication. Axles
- 4. Washers and seals** Signs of corrosion, looseness or missing components
- 1.** Thickness and strength. Inadequate thickness and strength in keeping with carriage size
- 2.** Wood and laminations. Evidence of woodworm, rot or cracks and delaminations
- 3.**Slack and movement where shaft joins vehicle at drawbar. Excessive slackness and movement

Shafts

- 4.** Shaft fixings, bolt and bolt attachments. Signs of corrosion, looseness or missing components

5. Tug stops and breeching staples

Incorrectly positioned, signs of corrosion, looseness or missing components and excessive wear

1. Leaves and fixings,

especially ends of full elliptic springs. Broken, excessive wear or collapsed

2. U-bolts supporting springs and their fixings to the axle

Signs of corrosion, looseness or missing components

- 3.** Threads of nuts Stripped or worn threads

Springs

- 4.** Leatherwork and tension brackets on C springs. Deterioration of leatherwork and tension brackets

- 1.** Woodwork Evidence of woodworm, rot or cracks

- 2.** Panels Cracks and safety related damage

- 3.** Spring mountings and shaft fixings. Signs of corrosion, looseness or missing components

- 4.** All bolts and screws Insecure or general looseness

- 5.** Seat securing mechanism

Insecure or general looseness

- 6.** Cushion straps. Missing or damaged, insecure or general looseness

Body

- 7.** Straps and mounting

irons

Missing or damaged, insecure or general looseness and deterioration

Swingletree **1.** Swingletree (wood or metal) including trace

hooks and fixing bolts,

chains (if fitted)

Insecure, hook screws not in place, signs of corrosion, worn or

missing components, evidence of woodworm, rot, cracks and safety

related damage

Section B - 2 wheel carriages (modern)

Area of

inspection Check Reason for rejection

If not steel: check as for traditional; otherwise

1. Welds Evidence of fatigue or cracks

Wheels / Axles

2. Bearings Adjustment Excessive play, roughness or tightness

Shafts **If not steel: check as for traditional; otherwise:**

1. Material and construction

(especially where shaft joins carriage)

Evidence of fatigue (often indicated by cracks in paintwork), excessive wear around bolt mountings, incorrect components

2. Tug stops and breeching

staples

Incorrectly positioned, signs of corrosion, looseness or missing components and excessive wear

As for traditional vehicle, and:

1. Coil spring Incomplete, cracked or fractured, worn or corroded so that its cross-sectional area is seriously weakened

2. Damper Unit (if fitted) Damage, corrosion, insecurity of attachment and fluid leakage

Springs

3. Rubber suspension unit Looseness, cracks or fractures, damage or corrosion, separation between flexible element and metal

Body and **As for traditional vehicle, and:**

Swingletree

1. Sliding body balance

system (if used)

Insecure, hook screws not in place, signs of corrosion, missing or loose components, evidence of woodworm, rot, cracks and safety related damage

Section C - 4 wheel carriages (traditional)

Area of

inspection Check Reason for rejection

As for 2 wheel carriages, and:

1. Forecarriage

turntable

and centre pin

Excessive play, worn centre pin, woodworm, rot or cracks

2. Support plates Insufficient lubrication

3. Pole housing,

pole pin

pole head and bearing

(if fitted)

Stress cracking, excessive wear and excessive play in bearing

4. Shaft bolts (if

fitted)

Signs of corrosion, looseness or missing components

5. Mounting steps,

rails
etc. and seats
Sharp edges, insecure, worn or inappropriate components
Additional
Checks
6. Hoods and folding
moveable safety
features
Sharp edges, insecure, worn or inappropriate components

7. Brakes:

(a) *Traditional* Worn, damaged or insecure blocks, excessive play or wear to linkage

(b) *Modern*

(*hydraulic*)

Low fluid level or leakage, worn pads, excessive play or wear to linkage,
damage to hydraulic line

SECTION D - 4 wheel carriages (modern)

Area of

inspection Check Reason for rejection

As for 2 wheel carriages and 4 wheel traditional, and:

1. Ball bearing turntable

(if fitted)

Excessive play and insufficient lubrication

Additional

Checks

2. Pole springing system Signs of corrosion, missing or loose components

ITEM	CHECKS TO BE MADE
General – overall check	Woodwork – check for damage, cracks, splits, rot, looseness, missing screws/nails/other fixings Metalwork – check for damage, rust, cracks, splits, missing screws/bolts/other fixings, check welds for signs of fatigue or cracks
Wheels – check each wheel for general wear, tear or damage (wheels may be wooden or metal, and may have solid rubber tyres or metal tyres – pneumatic tyres are not normally suitable for commercial work)	Check there is no excessive amount of play Check any cracks around felloes, hub cap, spokes Check wheel nuts are secured Tyres – check solid rubber tyres are secure in channel and check join;
Axels - check each for signs of general wear, tear or damage	Check for cracks, rust and damage; Check lubrication, washers and seals
Brakes (where fitted – brakes are not compulsory on horse drawn vehicles) check for signs of general wear, tear or damage	In working order; excessive play or wear to linkage traditional – worn, damaged or insecure blocks, Modern /hydraulic – low fluid level, fluid leakage, worn pads,
Steps (mounting/dismounting steps for Driver, Groom(s) and passengers) check for signs of general wear, tear or damage	Secured to the body of vehicle; will support weight of adult; not slippery; passenger steps must be suitable to allow ease of mounting/dismounting by adults, children, and the elderly

<p>Handrails (passenger mounting area and Driver and Groom mounting area(s) check for signs of general wear, tear or damage</p>	<p>Securely fixed to vehicle; no sharp or rough areas to damage hands; must be suitable for adults, children and the elderly</p>
<p>Floors (passenger compartment and Driver’s foot area) check for signs of general wear, tear or damage</p>	<p>Not slippery; free from obstructions; no holes or damage; passenger compartment floor must be able to support the combined weight of a full load of adult passengers; Driver’s floor must be able to support the full weight of an adult</p>
<p>Seats (Driver’s seat; Passenger seats) check for signs of general wear, tear or damage</p>	<p>Securely fixed to the vehicle; not slippery; passenger seats must be wide and high enough to accommodate adults and children; where seat cushions are used, provision should be made to ensure these do not blow off the vehicle when it is empty</p>
<p>Turntable - check for signs of general wear, tear or damage</p>	<p>In good working order; secured to vehicle; is level; greased; turns freely; no cracks</p>
<p>Splinterbar - check for signs of general wear, tear or damage</p>	<p>Securely fixed to forecarriage; trace fittings are secured to splinterbar (traces may be fixed by means of rollerbolts, shackles, or swingletrees) Swingletrees (where used) are securely fixed to splinterbar, and oscillate freely; swingletree fittings secured and suitable for intended trace ends</p>
<p>Shafts (where used) – may be wooden or metal</p>	<p>Securely fixed to vehicle; no signs of cracks, wear, tear or damage throughout length; not warped; able to be raised and lowered easily (for putting-to/taking out); breeching dees securely fitted and correctly placed for intended horse; tug stops securely fitted and correctly placed for intended horse; correct length for intended horse; correct height from the ground for intended horse; shafts must be strong enough for intended usage</p>
<p>Pole (where used) – may be wooden or metal</p>	<p>No signs of cracks, wear, tear or damage; not warped; Pole housing secure and suitable for intended pole; pole pin suitable for purpose and correctly fixed; pole head suitable for purpose (Pair or Team); correct length and height from the ground for intended horses; pole must be strong enough for intended usage</p>
<p>Springs</p>	<p>Check for cracks, wear, tear or damage, signs of corrosion and collapse; check U bolts for wear, tear or damage, looseness or missing components Stripped or worn thread on nuts Leatherwork and tension brackets on C springs – check for wear, tear or damage Damper unit (where fitted) – securely fitted, corrosion, fluid leakage</p>
<p>Body of vehicle –</p>	<p>Woodwork – check for signs of rot, cracks and</p>

	<p>woodworm; Metalwork – check for signs of rust, cracks and metal fatigue Panels – check for signs of damage, looseness and cracks</p>
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