

Operational Guidelines

Members

- 1) Members should contact their Area Commissioner or a BDS Approved Training Centre to
 - a) Arrange suitable training sessions and/or
 - b) A date for a Road Driving Assessment Test.
- 2) As soon as a suitable Test date has been arranged members should complete an application form (Available from the BDS Office, Area Commissioner or downloaded from the British Driving Society website www.britishdrivingsociety.co.uk under "Training") and forward this to the BDS Office together with their £5.00 per candidate Test fee.
- 3) If for any reason the candidate cannot attend the assessment day, they should contact their Area Commissioner/ BDS Approved Training Centre immediately please. The candidate should also advise the BDS Office.

Area Commissioners/Approved Centre

- 1) A £50 Area Training Allowance for a Road Driving Assessment Day is available to Areas for pre assessment training, (minimum 10 participants). The Training Committee will also consider special cases if an Area cannot fulfil these requirements.
- 2) There is a Salisbury Bursary Fund allowance of £50 for the provision of facilities for the Road Driving Test day (every 5 candidates). This allowance should be claimed on the Road Driving Assessment Claim Form that is sent to the BDS Office after the Test.
- 3) The Area Commissioner should liaise directly with their chosen Assessor (see list of assessors in the Year Book), but please also let the BDS office know who will be assessing.
- 4) When a test venue has been chosen, a risk assessment must be carried out in conjunction with the Assessor, as they will be able to confirm what facilities they require.
- 5) On application to the BDS Office, Area Commissioners or Approved Training Centres can be supplied with a set of area address labels to enable Areas to promote Training or Testing Days direct to members.
- 6) Training and Test dates may be advertised free of charge on the BDS website and BDS Newsletter, (contact BDS Office). In addition dates can also be included in the monthly BDS News pages in Carriage Driving Magazine. (rj@carriagedriving.co.uk)
- 7) Once the assessment has taken place the Area Commissioner, or the person appointed by them, should complete and return the Road Driving Assessment Claim Form to the BDS Office, so that sponsorship from the Salisbury Bursary Fund can be claimed by the Society.

Assessors

- 1) It is the Assessor's responsibility to send the completed examination forms to the BDS Office, to enable certificates for the Road Driving Test to be issued to the individuals concerned.
- 2) The Assessor should also send in their fee claim to the BDS Office.

BDS Office

- 1) The BDS Office will pay the Assessor.
- 2) The BDS office will forward the £10 per candidate claim plus £50 allowance fee to Salisbury Bursary Fund for each Test Day completed for payment.
- 3) The BDS Office will issue the Test Certificates to successful members.

Please read the Road Driving Syllabus carefully. If you have any questions please contact the Society's Office or telephone Linda Tate, Chairman of Test and Training on 01668 216288.

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