

## **MOD MINIBUS DRIVER TRAINING COURSE FOR ACO ADULT VOLUNTEERS**

### **BACKGROUND**

The MOD recently withdrew the concession of the use of Permit 19 by ACO volunteers to drive MOD minibuses (including those hired under ACO insurance). New regulations require all drivers of MOD minibuses to hold a minimum DVLA category D1 PCV (Passenger Carrying Vehicles) licence in addition to a current F/MT 600.

### **WAY FORWARD**

The ACO has negotiated the provision of D1 PCV driving instruction with the Defence School of Transport (DST) Leconfield. Individuals that have passed the D1 PCV theory test will be eligible for selection to attend a week's intensive practical training with the DST. Drivers successfully completing the practical course will be entitled to apply for the D1 PCV category annotation to their licence. The D1 annotation, along with a current F/MT600, will permit those individuals to drive MoD minibuses; including minibuses that assume MoD status whilst hired under the ACO insurance arrangements; and thus subject to MT rules under JSP 800 Vol 5

### **APPLICATION PROCESS**

Each ACO ARC has been given an annual allocation for nominated drivers to attend D1 PCV practical training courses. Details of how individuals should to apply are detailed at Annex A. However, anyone wishing to apply must first seek permission from their Regional authority; who will sanction qualified applicants, i.e., those individuals that:

- a) Are considered by the ARC to be essential to the ACO driving task;
- b) Hold the correct driving qualifications; a B category driving licence, are aged 21 or over and have at least 2 years driving experience) at the time of undergoing practical training.
- c) Have passed the 2-part theory test (a pre-requisite before applying for practical training) – a copy of the pass certificate must be provided to DST.

Individuals are to be aware that to obtain the provisional category D1 PCV licence prior to practical training they will be required to undergo a medical examination. They must also pass a hazard perception test and the PCV theory test; both conducted at a local Theory test centre.

**MOD MINIBUS DRIVER TRAINING DVLA CATEGORY D1 PCV - PROCEDURE FOR NOMINATED ACO ADULT STAFF VOLUNTEERS**

1. ACO adult volunteers wishing to obtain for the D1 PCV category licence to drive MoD minibuses are to proceed through the following steps in sequence:
  - a. Apply to your ARC using the D1 PCV application form at Annex B. If your application is agreed, and training is sanctioned by the ARC, then:
  - b. Obtain a DVLA Application pack D2; which contains a DVLA Form D2 - Application for Large Goods Vehicle (LGV) or Passenger Carrying Vehicles (PCV) driving licence with associated guidance INFD2 and a DVLA Medical Form D4 – (See note 1).
  - c. Complete Form D2 and Form D4 and prepare for the 2- part theory test (Hazard Perception + PCV theory test) - (See Notes 2 &3).
  - d. Book appointment at a local theory test centre to take the 2 -part theory test. (See note 3).
  - e. On receipt of theory test pass certificate, verify your pass (see note 4) and confirm your availability for D1 PCV practical trg to your ARC. You will be put forward as a nomination from your region to the Driver Training Wing (DTW) at the Defence School of Transport (DST) Normandy Barracks, Leconfield, Yorkshire who will issue you with course joining instructions. (See Note 5).
  - f. On receipt of course joining instructions from DTW, students are to confirm attendance with DTW course admin Military Tel No: 94775 5590 Civ Tel No: 01904 665590.
  - g. Attend PCV D1 course at the DTW. On-site accommodation is allocated by DTW course admin according to individual status and is available on the Sunday prior to the start of the course.
  - h. On completion of practical training confirm PCV D1 pass result to your ARC.
2. Confirmation of attaining a D1 PCV category licence will be annotated on your personal ACO record by HQ AC.

Notes:

3. D1 PCV Licensing information is online and downloadable from: [www.direct.gov.uk](http://www.direct.gov.uk) by following the links to 'motoring', 'driving larger vehicles, minibuses or buses' and a link to the on-line ordering service to request a D2 Pack': [http://dvla.gov.uk/onlineservices/order\\_forms](http://dvla.gov.uk/onlineservices/order_forms)
4. These links and instructions will also be made available on Sharepoint Along with some Frequently Asked Questions (FAQs) related to how to get a category D1 PCV licence.

5. The D2 pack will be posted directly from DVLA Swansea and includes the Form D2 – Application for Large Goods Vehicle (LGV) or Passenger Carrying Vehicles (PCV) Driving Licence, Information Leaflet INF2D, Medical Form D4 and Information leaflet INF4D. All DVLA information relevant to this procedure is also obtainable free from local DVLA offices. There is no fee for the completion of the Form D2. However it may involve obtaining a colour passport style photograph if you have not got a photocard driving licence. You will need to see a doctor to complete the Medical Examination Report Form D4 and this will usually incur a fee.
6. Locations of theory test centres and free on-line practice PCV theory tests are available from the DSA website [www.dsa.gov.uk](http://www.dsa.gov.uk) follow link to [Lorry or] bus, theory test and practical test requirements. Booking the Theory test at a centre will incur a fixed fee, currently of £32.00. Individual costs incurred to obtain the D1 PCV licence are refundable through F1771 standard procedures; submitted, with receipts attached, on completion of the practical training course.
7. A book is also available through online ordering entitled 'How to pass the theory test'. However the cost of theory books is **not** refundable to individuals through public funds.
8. Drivers who pass the 2-part theory test must verify the fact by faxing/posting a copy of the pass certificate to their ARC. This is an essential part of the selection process for practical trg because DTW will not accept applicants without having first received verification of their theory test pass. The date you obtained the theory pass and the date you attained a D1 PCV practical test pass will be annotated on your ACO application form by the ARC.

APPLICATION BY ACO ADULT STAFF TO UNDERTAKE CATEGORY D1 PCV (MINIBUS) PRACTICAL TRAINING				
To ARC Regional HQ	No	Rank	Name & Initials	ATC Sqn
I wish to be considered for D1 PCV (Passenger Carrying Vehicles) Driver training in accordance with MOD minibus driver regulations - JSP 800 Vol 5		<b>Home Address:</b>		<b>Contact Tel No(s):</b>
I certify that I hold the correct driving qualifications required to undergo practical D1 PCV training i.e., I hold a current B category driving licence, am aged 21 or over, have at least 2 years driving experience and I have no undisclosed reason for not being suitable or able to attend the course. I understand that I will need to pass a 2-part theory test prior to practical training and must confirm this by sending a copy of the pass certificate, to my ATC Regional Authority, for sanction before I can attend the practical training at the Driver Training Wing (DTW) , Defence School of Transport (DST), Normandy Barracks, Leconfield, Yorks.				
<b>Applicant's Signature:</b> ..... <b>Date:</b> .....				
Remarks:				
<b>To HQAC Logs 1: (From ARC)</b>	<b>Theory Test Pass ? YES / NO      Date passed:</b>			
I have seen a copy of the D1 PCV theory test pass certificate and I confirm that the above named individual is ready to be allocated a place on the next practical trg course indicated below*				
*Preferred practical training course attendance week. Accommodation at DST is available from the Sunday prior to each course which commences on a Monday morning and ends on Friday. Full details are contained in the Joining Instructions issued by DTW to the applicant's home address, as stated above, upon being nominated to attend.				
<b>Preferred Course Start Date:</b> Monday:..... <b>Alternative Start Date:</b> Monday:				
<b>Regional Headquarters Stamp</b>	The individual has been informed that practical training has been sanctioned by this Region.  <b>Signature</b> ..... <b>ARC</b>			
<b>Dated Passed Practical Training:</b>	A copy of this completed application is to be faxed/sent to HQAC, Logs 1 Fax No 01400 261517			