

# **INFORMATION AND APPLICATION FOR ENROLMENT ONTO THE GUERNSEY RDI (Recognised Driving Instructor) SCHEME**

## **INFORMATION FOR APPLICANTS**

### **Introduction**

A person wishing to operate a Driving School that can be recommended by Driver & Vehicle Licensing (DVL) must enlist onto the voluntary RDI scheme. A full driving licence in the category that instruction will be given will have to be held for a minimum of four years to be eligible. The minimum age to give instruction is 21.

The RDI Scheme is essentially the same as the UK ADI qualification that has been in existence for the last few years, by the terms of which Instructors must demonstrate a professional and structured approach to delivering driver training.

As an applicant for the RDI scheme you should appreciate that the tests and procedures are necessarily comprehensive.

### **Regulations and Legislation**

As a professional driver, you will be expected to have a good knowledge of the Highway Code and of traffic regulations. You will also be expected to have some knowledge of the procedural requirements necessary within the driving test elements.

All persons applying to be admitted as a RDI will also be required to sign and retain a copy of the Code of Conduct and Good Practice.

### **Application Procedure**

In order to be considered for admittance onto the Register, applicants will need to complete the attached form and undertake an enhanced criminal records check, for which a fee is payable to the Guernsey Vetting Bureau.

There is a Governing Policy which sets out the standards by which the Register will be administered. Within this document there is specific reference to the medical fitness standards that are required of RDIs.

The completed application form should be returned to Driver & Vehicle Licensing.

## **Admittance as a RDI**

Admittance onto the Register is for three years and may be renewed following a further acceptable criminal records check.

## **Criminal Record Check**

Applicants are required to undertake an enhanced criminal records check. In order to do so, it is necessary to complete the form provided by the Guernsey Vetting Bureau. For more details regarding the process please follow this link:

[www.gov.gg/guernseyvettingbureau](http://www.gov.gg/guernseyvettingbureau)

Officers within Driver & Vehicle Licensing office will assist applicants with the completion of this document. It is important to note that the Guernsey Vetting Bureau charges a fee of £58.00 for accepting and filing the completed document with the Disclosure and Barring Service in the UK.

If you have any queries regarding the application process please contact Driving & Vehicle Licensing on 202234

## **Obligations**

For the time being the Register has been established on a voluntary basis with the aim that it be made mandatory once the necessary changes to the law have been put in place. If you do not wish to take part in the RDI Scheme it will not, at present, prevent you from offering driver training for payment or reward; however, once the scheme is made statutory, all Instructors taking payment for lessons will be required to register.

## **Publication**

Driver & Vehicle Licensing wishes to promote the fact that RDIs have been properly checked and operate to high standards. Please note that, by registering as an RDI you agree to allow VDL to recommend your driving school for tuition.



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## APPLICATION FOR ENROLMENT ONTO THE GUERNSEY RDI (Recognised Driving Instructor) SCHEME

1. Your details		Please use BLOCK CAPITALS				Tick as appropriate					
Title:	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>	Specify) <input style="width: 80%;" type="text"/>
Surname:					Forename:						
Date of birth:	Day				Month			Year			
Address:											
								Post code:			
Contact details	Tel No:					Mobile No:					
E-mail:											
Licence No:				Date of Expiry:				Categories held:			

2. School & vehicle details	
Name of driving school:	
Vehicle Make:	
Model:	
Reg No:	
Categories for which you intend to provide tuition:	

3. Medical Declaration
Do you suffer from any disease, mental or physical disability which might impair your ability to discharge the duties and responsibilities of a driving instructor? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered YES to the above question, you will be asked to undertake a medical examination to determine that you are sufficiently fit to be admitted onto the Register. The costs of the examination will be at your own expense.

4. Declaration	
I declare that the information I have provided on this application is, the best of my knowledge and belief, true and correct.	
Signature: <span style="border: 1px solid black; display: inline-block; width: 400px; height: 20px; vertical-align: middle;"></span>	Date: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>

**Any person who, in connection with any application for acceptance onto the Register of Driving Instructors, knowingly makes any false statement or recklessly makes any statement which is false in a material particular, shall be liable to prosecution.**

**Data Protection Statement** – Your personal information will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law 2001. It is processed primarily to register your details in relation to your application. It will be disclosed to third parties where there is need to do so, this is usually in the interests of road safety, the prevention and detection of crime and the apprehension and prosecution of offenders. For further information on driving licence disclosures please visit [www.gov.gg/dataprotection](http://www.gov.gg/dataprotection)