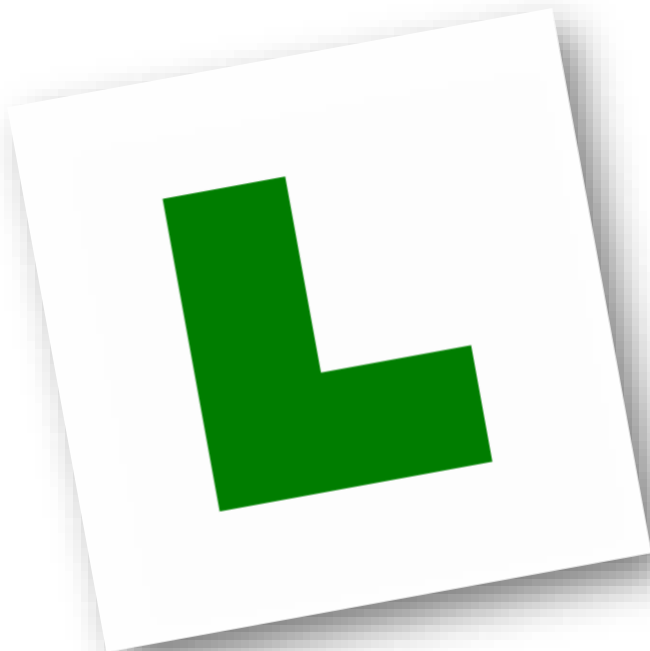


# **Standard Operating Procedures for Driving Examiners, Driving Instructors and Candidates - Practical Tests**



## **Introduction**

This document is set to explain and provide driving Examiners, candidates and driving instructors a source of documented reference while conducting practical driving tests, with the objective to ensure compliance and consistency of standards. The procedures listed in this document support the Authority's long-term vision in view of road safety and social sustainability. Driving tests must be conducted in accordance with the provisions of the Motor Vehicles (Driving Licenses) Regulations, The Highway Code and the policies of Transport Malta.

In principle, during the practical test candidates must demonstrate the required knowledge and skills, and that they exhibit the behaviour required for an overall safe standard of driving. The objective of the test is to benchmark and ensure that the candidates are well grounded in the basic principles of safe driving, and are sufficiently practiced to show, at the time of the test, that they are competent and considerate drivers and are not a danger to themselves or to other road users.

A test will always be a test, and the stress caused by such an experience has different physical and psychological effects on candidates in varying ways. To some taking a test is second nature, while for others sweaty palms and heart palpitations are just the tip of the iceberg. In fact, many persons can vividly recall their own personal experience of the test, despite decades would have passed ever since. Candidates should remain calm and composed, focusing only on their driving skills to demonstrate ability and knowledge. Our driving Examiners are trained and committed to provide a pleasant approach throughout the test to make candidates feel at ease and perform better.

On the other hand, driving instructors can heavily contribute towards the candidate's positive experience of the test. Candidates that are well prepared and positively motivated will always outperform and feel less stressed than those who are not. The chances of obtaining a pass test result are always proportionally related to the candidates' level of preparation. In fact, studies show that one of the main causes of exam related stress is poor preparation. Being well prepared for a driving test will boost your confidence and lessen your stress levels, to achieve better results.

## **Glossary of terms:**

**Authority:** Means the Authority responsible for transport in Malta, that is Transport Malta.

**Candidate:** A prospective licensed driver, still under the guidance of a professional or private driving instructor, whose driving skills and knowledge are yet to be assessed and certified by the Authority.

**CPC:** Certificate of professional competence.

**Driving Instructor:** Means an individual who is duly qualified to give driving instruction and who is currently registered as such with the Authority.

**Driving Examiner:** Means an individual who is duly qualified to conduct practical driving tests on behalf of the Authority.

**DTR sheet:** Driving test result sheet is the official document provided by the Authority and used by the Examiners to mark and report the driving performance of a candidate while on test.

**HGV:** Heavy goods vehicles.

**GPS:** Global Positioning System.

**Learners Permit:** A temporary licence which allows a person to legally drive a motor vehicle under instruction.

**L plate number:** A unique identification number assigned by the Authority to a registered driving instructor.

**Manager:** The Senior Manager in charge of the Driver Training and Testing Unit within Transport Malta.

**Private Instructor:** Means an individual who is temporarily authorised by the Authority to give driving instruction to family members and close friends.

**PTV:** Passenger Transport vehicles.

**Recording:** Means the use of any type of audio or visual recording equipment.

## **Fundamental Principles**

### **Fundamental Principles for Driving Examiners**

The following are the key fundamental principles to be applied consistently throughout the test by all driving Examiners, irrespective of the testing category:

- Adopt a customer focused approach to ensure that candidates have a positive experience throughout their test. Avoid and resolve conflict in an appropriate manner.
- Avoid unnecessary cancellation of driving tests. Examiners are advised to exercise considered judgment and discretion so that no candidate whose test could reasonably be conducted is turned away.
- In the event where a candidate claims that his/her identification documents were not brought along with them. The provisions stipulated within this document must be applied in the best interest of customer service.
- Candidates should be given clear directions, in a timely manner to ensure that they have all the relevant information to enable them to perform at their best during the test.
- Recognise when certain traffic situations and road layouts require you to give the candidate more information and ensure that any additional confirmation is provided in a timely manner, and that any ambiguity is addressed. It is the examiner's responsibility to ensure that the candidate is left in no doubt as to what is expected of them.
- Never put candidates in a position to breach road markings, signage or legislation, whether directly or indirectly.
- Driving Examiners are not to put themselves in a position where official duty and personal interest/s conflict.
- The Examiners' uniform and personal attire should always be appropriate in line with the requirements of the collective agreement.

- Driving Examiners should speak clearly and translate where necessary in Maltese or English. However, if an examiner is fluent in the use of another language, he is liberally allowed to communicate in such a language in the best interest of customer service. The application of excellent interpersonal skills is essential to promote effective communication within the vehicle.
- Personal questions and/or statements towards driving test candidates are not appropriate and should always be avoided.
- Any comments or body language that may be interpreted as offensive, even if they are intended to act as an ice breaker, or a joke, should be avoided.
- If a candidate is in difficulty and clearly suffering from nervousness, the examiner should offer a few words of reassurance to help them settle down and if necessary, allow a few moments for composure.
- At the end of the test the examiner should provide the candidate with relevant feedback in a concise, factual, and friendly manner, without proffering instructions. Driver testing and driver tuition are two separate functions, which should be kept separate. Driving instructors are exclusively responsible for tuition, driving Examiners should exclusively focus on testing.

## **Fundamental Principles for Candidates and Driving Instructors**

The following are the key principles to be applied consistently by all candidates and driving instructors, irrespective of the testing category:

- Adopt a cordial approach towards all Transport Malta's employees and show respect towards their profession and professional commitments.
- Candidates and driving instructors are expected to be at the Testing Centre at least 15 minutes before the test scheduled time. Candidates should make good use of this time to set in for the exam and adjust the mirrors, steering and find an optimal seating position. Also, they should prepare their identification documents and put on their vision aids (i.e.: prescription glasses or contact lenses) if they are making use of any.
- Candidates and driving instructors should make sure before leaving home, that the candidates identification documents have been prepared and brought along with them. Although provisions within this document have been listed to overcome such instances, it is still highly advisable that the identification documents are presented upon the examiner's request.
- Candidates and driving instructors should always adopt appropriate attire, especially where road safety is at stake.
- Candidates and driving instructors should not counterfeit any document or make use of counterfeit document/s.
- Candidates and driving instructors should not provide false signature/s during the application process and or during the practical test.
- Candidates should not impersonate, or have an impersonator engaged to undertake a driving test on one's behalf. Driving instructors should fiercely discourage this fraudulent practice and report any suspects to the Authority.
- Candidates and driving instructors should be fully aware of the medical condition/s endorsed by the candidate's medical practitioner at time of application.

- Candidates and driving instructors should not exhibit any form of misconduct such as refusing/resisting the lawful orders of any Transport Malta's official, create disturbance or instigate other candidates to create disturbance, threatening, or physically/verbally assault any Transport Malta's official.
- Any comments or body language that may be interpreted as offensive, even if intended to act as an ice breaker, or a joke, should be avoided by candidates and driving instructors alike.
- Candidates and driving instructors must never ask personal questions and/or make personal statements towards any Transport Malta's employee. Inappropriate comments should always be avoided.
- Candidates and driving instructors are not to put themselves in a position where personal interests may conflict with the official duties of any Transport Malta's employee, especially driving Examiners.
- Candidates and driving instructors should be aware that driving Examiners are only obliged to communicate in Maltese or English. Therefore, the use of any other language is not compulsory. The use of an interpreter during the practical test is strictly prohibited for quality assurance purposes.

## **General provisions for Driving Examiners, Candidates, and Driving Instructors**

### **Disciplinary Actions**

Driving Examiners, candidates, and driving instructors are expected to meet the regulations laid down in this document, act lawfully and appropriately always. In the event where a breach of conduct is evidenced, an investigative process will be initiated, and disciplinary procedures will be imposed by Transport Malta. The disciplinary action/s applied will be directly related to the severity of the offence committed in line with provisions stipulated within the collective agreement, by the law or as deemed fit by the management. If the severity of the breach is beyond the investigative span of Transport Malta, the case will be referred to the Malta Police Force.

### **Greeting a candidate**

Candidates should be called by name and greeted pleasantly. To create a relaxed and informal atmosphere during the test, driving Examiners are encouraged to introduce themselves with their first name, and use the candidate's first name, if there is no objection from the latter. A self-introduction works best when it is spontaneous. A formal but a friendly approach should be used on all occasions. The driving examiner should say 'please' and 'thank you' from time to time and should not rush the candidate through the formalities. Candidates should equally greet their respective examiner in a respectful manner.

### **Driving Examiners attitude**

Driving Examiners should never show impatience or disapproval towards candidates in any way. Examiners should allow time for the applicant to absorb and understand what is being requested or indicated, and where necessary Examiners must patiently and cordially repeat the instructions. In the event where a candidate doesn't understand the instructions given by the examiner immediately or commits a mistake throughout the test, the examiner should never pass any dispreparative comments, or produce wordless tones such as thrumming, humming or whistling out of frustration.



## **Challenging behaviour**

Most candidates are helpful and co-operative, regardless of the test result, but it can happen from time to time that a candidate may become upset. It is not possible to formulate a procedure for dealing with every possible eventuality, but an examiner should remain calm and in control of the situation and should not allow to be provoked. Examiners should respond to the comments made by the candidate in a reasoned and diplomatic manner, and on no account should become involved in an exchange of offensive comments. Candidates and driving instructors are always being advised to follow the procedures listed in this document closely.

In the event of such an incident the examiner is to draft a report including all relevant facts, on the reporting section of the DTR sheet and if need be, the examiner may file a detailed report to the Unit's Manager about the case for further investigations and disciplinary actions.

## **Punctuality**

Examiners are strictly prohibited from deliberately commencing a driving test past its scheduled time. While commencing a driving test more than 5 minutes before its scheduled time, is also strictly prohibited. On the other hand, Examiners may refuse to carry out a test if a candidate or Motoring School/Instructor present themselves for the test more than 15 minutes past its scheduled time. In such cases, the event is to be immediately reported to the Unit's Manager. A detailed report is to be written on the DTR sheet and test result inputted accordingly on DLS (Driving Licensing System) for auditing purposes.

Whereas in Gozo due to road traffic and ferry related logistical constraints, in view of customer care, Examiners are being allowed to reasonably commence a driving test past or before its scheduled time, as long as the duration and the quality of driving tests is not impaired. Nevertheless, for auditing purposes the driving test start and termination times on the top right corner of the DTR sheet should be duly filled without any prejudice.

## **Conflicting with the driving test schedule**

Examiners are strictly prohibited from contacting a Motoring School/Driving Instructor or a candidate verbally or by any other means of communication to alter the scheduling time a driving test without seeking approval from the Unit's Manager first. Driving Instructors should

fiercely discourage this fraudulent practice and must report any suspects to the Authority.

### **Accompanying persons**

Candidates should be informed politely that they have the right to have someone (like their instructor or family member) with them during a driving test. Accompanying persons must be at least 18 years old and must provide upon the examiner's request an official document to verify their identity. Examiners must not prompt candidates to discourage the presence of the accompanying person. In the event where a professional driving instructor is the accompanying person of choice the examiner is to verify that the identification tag is worn as per procedure.

While in view of motorcycle tests, it is **mandatory** for the instructor to accompany the examiner on each practical test. In case of an accident the instructor must be able to assist and take care of the motorcycle. In case of an accident, the Examiners must give priority to the candidate's health and safety and not the motorcycle. Also, an examiner may request the assistance of an instructor to hand over radio indications to candidates, upon his instructions. The application of a 'pre-agreed' test route or a combination of both is equally accepted if the candidate gives a deliberate consent.

### **Interferences throughout test**

The law allows the candidate to be accompanied by a third party, as long as the third party does not communicate with the examiner or the candidate, or act in any way that may interfere with or influence the test procedure or outcome throughout the test. Examiners will reserve the right to stop the test should the accompanying person interfere with the test, either verbally or visually. This occurrence should be clearly recorded on the DTR sheet and the Manager of the Unit must be duly informed with the case.

### **Transport Malta official (Senior Driving Examiner) - accompanying a driving examiner**

In view of quality assurance, the senior driving examiner may accompany another driving examiner while conducting a driving test to assess his skills and performance. The examiner should clearly inform the candidate that on this test they will be accompanied by the Senior Driving Examiner. In addition, the examiner must inform and reassure the candidate that the Senior Driving Examiner is coming over to monitor his performance while on duty. Candidates

cannot refuse the presence of any Transport Malta official while performing training or monitoring activities, related to the operations of the Unit or the Authority.

### **Filming or recording driving tests**

Transport Malta does not allow the recording or filming of any driving tests inside or outside the test vehicle. This regulation is applicable to all practical tests. Until further notice, Transport Malta will under no circumstances accept, comment on, or review audio or video footage provided by a candidate or a third party to facilitate a challenge to the conduct of a practical test or its result.

### **Marking of faults**

A fault is best described as a deviation from the defined outcome. Examiners shall weigh the fault regarding the context of the situation and record it on the DTR sheet at the earliest opportunity, whilst mindful of the need to avoid distracting the candidate. As a result, driving faults should be recorded discreetly, and the DTR sheet should be positioned for concealment of marks as much as possible throughout the test, especially once a fault has been recorded. The assessment applied by an examiner must be a true and accurate reflection of the candidate's driving ability, demonstrated during the test.

## Definition of driving faults

Driving faults are defined as follows:

- **Technical fault:** is a fault which is not potentially dangerous. However, a candidate who habitually commits a driving fault in one aspect of driving throughout the test, demonstrating an inability to deal with certain situations, cannot be regarded as competent to pass the test, as that fault alone must be seen as potentially dangerous (grievous).
- **Grievous fault:** is a fault, which is potentially dangerous or a breach of traffic regulations.
- **Perilous fault:** is a fault involving actual danger to the examiner, candidate, the general public or the property of third parties.

A candidate will fail the test as a result of either one grievous fault or one perilous fault or an accumulation of 16 or more technical faults. Faults should be marked with an oblique stroke in the appropriate box.

## Report writing

Examiners are required to complete all forms and reports in a clear and legible manner. After each failed test, Examiners are required to complete a legible and detailed report on the reverse side of the DTR sheet. The report must at least cover the more grievous or perilous faults and be a factual record of what happened and where it happened.

**A sentence describing the fault, which was marked on the DTR sheet, it is not a report.**

To this effect when a test is stopped for whatever reason, or when the examiner intervenes physically or verbally during the test, the report must include a detailed description of the reasons leading to the decision taken. Additional information such as the area/s where the fault/s happened should be included in the report. Any other supporting evidence that might be relevant to the report should be listed accordingly.

## **Changes on a test certificate**

For instance, if a certificate indicates a vehicle with manual transmission and the vehicle presented by the Motoring School/candidate has an automatic transmission or vice versa, the examiner should write a brief note on the certificate to explain the discrepancy noted. The driving examiner must sign next to this note. In addition, the examiner must reflect these changes also on the DTR sheet and include the restriction code/s where necessary. These changes must be endorsed by the candidate as well, therefore the candidate must countersign the driving test certificate accordingly.

It is to be noted that semi-automatic cars are not equipped with a clutch control pedal. As a result, if a candidate undertakes a driving test using a vehicle equipped with a semi-automatic transmission, he/she will be restricted to drive only automatic and or semi-automatic cars.

## **Driving test changes — repeated candidates**

Examiners should not test a candidate who has already failed a test with them in the same licence category. The examiner has the onus of responsibility to check if a candidate was already tested by him. To this effect the Authority provided digital ways and means and allocated additional working time to enable these checks. If a driving examiner finds on their test programme a candidate who is a friend, family member or anyone else whose test is considered to be conflicting or unwise to conduct. In such cases, the examiner must change the driving test in question with another examiner and submit a notification regards the change/s effected via e-mail as per procedure.

In the event were a candidate was tested by all the Examiners within the Unit special provisions will be applied by the Management. In these circumstances the test will be assigned to the first examiner who tested the candidate to initiate a new cycle of testing personnel in chronological order.

## **Administrative duties**

At the end of each working day driving Examiners are responsible to staple and file the DTR1A sheets in the designated 'letter box' within the office. While the failed test certificates and the DTR1B should be stapled together and placed in the appropriate envelope to avoid misplacement. Whilst data input on DLS must be done promptly and accurately at the end of

each test.

Examiners on duty in Gozo are consented to input their testing results on DLS by the end of the working day or first thing the day after.

### **Proof of identity**

Examiners must ensure that the person sitting for the test is the actual candidate. This should be done by comparing the photo on the driving test certificate with the photo of a valid Maltese ID card or passport to the actual person. A valid document issued, signed and rubber stamped by Identity Malta should be equally accepted as an official means of identification.

If the candidate does not present any official means of identification at the start of the test, then the test should still take place. However, the examiner must clearly inform the candidate that, he/she must present an official means of identification to the same examiner within 2 working days, failing to do so the test result will be considered as null. The examiner should record such an event on the test report sheet for further reference.

At the end of the test, the test result must be communicated to the candidate by the examiner as per procedure, but no paper work is to be given until the presentation of an official means of identification, with the exception of the DTR'C (pink copy) in case of a failed test. Uncollected documents past the given time frame should be handed over to the Manager for further actions.

### **Examiners discretion while comparing the ID card or passport with the actual person**

Discretion and etiquette must always be applied while comparing the photo of an identification document with the actual person. Unnecessary comments or judgments must be avoided, especially those related to gender orientation, ethnic backgrounds, or physical/facial imperfections.

## Selection of test routes

Examiners will select a test route to be followed based on different road environments to encompass as many real driving situations as possible in a balanced manner. Careful consideration should be given in cases of extreme weather conditions or road works that may temporality make a specific test route not suitable for driver testing. As listed in the table underneath, areas which have been prohibited by the Management must not be used until further notice.

Area	Restriction comment
Qormi (town centre approaching area of Police Station)	At all times
Qormi (open market/Pavi area)	Saturday's only
Coming from Triq ix-xatt tal-Imsida (Msida roundabout) towards Valetta via Triq il-Marina in Msida	Between 07.00 and 09.00
Triq il-Harrub, coming from Triq il-Wied tal-Msida (Panta Lesco area)	Between 07.00 and 09.00
Floriana side roads exiting to St. Ann's street	At all times

## Examiners to give pre-brief on test procedure

A pre-test brief should be given by the examiner before the test takes place. This can be given during the walk to the vehicle, or if the distance is short, in or near the vehicle itself. This should only outline what will happen during the test and how the directions will be given. On

average this process should not take more than 5 minutes, however the examiner is free to dedicate all time he feels is appropriate in the best interest of customer care.

### **Perform eyesight check**

Examiners should start by asking the candidate if they are making use of any glasses or lenses. If the candidate is already wearing the glasses, this question may be automatically passed over. Sunglasses fitted with prescription lenses are equally accepted, however the examiner should take note of such instance on the DTR sheet for auditing purposes. The candidate should be made aware that the prescription glasses must be kept on for the duration of the test.

Then the examiner must proceed to affect the eyesight test. A clean and standard number plate (i.e.: type A — Length 52 cm by Height 11 cm) on a stationary vehicle which is clearly not more than 20.5m away is to be selected. The Examiner must make sure that the candidates view has no obstructions or subject to any glare/reflections. The candidate should first be asked to read the number plate. If the candidate is unsuccessful, a second number plate is to be selected.

If the second plate is not read correctly, then with the assistance of another Transport Malta officer, the examiner must use the measuring tape to establish a precise 20.5m distance and make use from one of the dummy number plates we have with our Unit. Discretion and etiquette must always be applied, by all Examiners during this part of the test. If the candidate fails to read the third plate, and the examiner is satisfied beyond doubt of their inability to comply with the eyesight requirement, the candidate should be told that he/she has not reached the required eyesight standard. This means an immediate failure, and the rest of the test will not be carried out. It is being suggested that the examiner should ask the candidates to write down the letters and numbers of the registration plate being used for this part of the eyesight check. This notion will avoid potential complications in the event of any complaint from the candidate. The vision test box on the DTR1 should be marked with an oblique stroke. A DTR1C should be issued, and the candidate asked to sign, acknowledging that they were unable to comply with the eyesight requirement. The examiner's report should inform accordingly.

If the candidate uses glasses/lenses to read a number plate, and then removes them to drive,



the examiner should point out that if they can only read the plate with the aid of glasses/lenses, the law requires them to be worn whenever they are driving, and therefore the test cannot be continued if the glasses are removed. Candidates should be given a chance to wear the glasses again after having been informed. If they subsequently do not wear them, driving Examiners should inform them that the test is being terminated.

If the candidate presents him/herself without eyesight correction and this is contrary to what is written on the test certificate. The candidate cannot proceed with the test. The examiner should explain to the candidate that any restrictions which appear on the original application (as endorsed by their doctor) cannot be waived and that these restrictions cannot be altered without presentation of an additional medical certification to the administration office.

In the event were the candidate claims that he/she do not make use of any glasses/lenses. In that case, before drafting any final evaluations the examiner must check if the endorsement of the medical condition listed on the certificate was not the result of an administrative error by the Authority. As a result, one of the Unit's administrative clerks or the Unit's Manager must be informed with the case to affect all the necessary verifications before considering the test result as a fail.

### **Giving instructions and directions during the test**

Examiners should ensure that their instructions are clear. Candidates must not be left in any doubt about the route to be taken. Directions should be given in good time, especially where marking of traffic lanes indicate an option, and more detailed directions only while the vehicle is stationary. At complex junctions, a request simply to turn right or left may not be enough to indicate the route clearly. Candidates should not be given any grounds to complain of being flustered or uncertain. The selection of the language (either Maltese or English) in which directions are given is without any reserves a prerogative of the candidate, an examiner must satisfy such a request without any arguments, to avoid complaints.

Candidates should always be given the benefit of the doubt, and if necessary, instructions and directions should be repeated more clearly. Any reference to landmarks should be clear and unequivocal. In addition, driving Examiners must never give instructions that may breach any road signage, road markings, or legal requirements.

## **Dangerous driving by a candidate**

A driving test should not be terminated as a 'stop test' when a candidate commits only a grievous or perilous fault. However, there will be occasions when a candidate's driving on test becomes so dangerous that the safety of the public and/or the examiner is jeopardised. In these circumstances, the examiner should cautiously stop the test. A statement of failure should be issued to inform the candidate that the test was stopped before completion for reasons of safety, and that completion of the test would have made no difference to the test outcome. A detailed report on the circumstances leading to a stop test should be made on the DTR1. A driving test may also be terminated upon a deliberate request of a candidate or a driving instructor. In such case the examiner must acknowledge the candidate's will and fully understand his/her state of mind in an ethical way. A detailed report of the circumstances should be made on the DTR1.

## **Removing the seat belt**

While affecting a reversing manoeuvre, candidates are entitled to remove the seat belt to ease off any restrictions that they might pose. Once the reversing exercise is completed, prior moving forward candidates must fasten the seatbelt back on. If a candidate fails to do so, the event must be assessed on its own grounds and merits and recorded on the DTR sheet as a grievous fault.

## **Concluding the test and debriefing**

Examiners are to inform the candidate of the test outcome and explain the faults committed, particularly those which led to a failed test result. A decision to fail should be conveyed professionally and sympathetically. On completion of the test, Examiners are to politely ask the candidate to sign the DTR1 acknowledging receipt of test report and provide a copy to the candidate. If candidates refuse to sign the DTR1, this should be indicated accordingly, and no copy is given to the candidate.

Candidates who fail the test are naturally disappointed and may express dissatisfaction. This situation requires most careful handling. Examiners must avoid commenting on motoring matters, driving or instructional techniques, or on any articles, books or illustrations dealing with driving or instructional techniques.

Driving Examiners must on no account discuss former driving tests, or details of any tests, with candidates or third parties. Also, the Examiners must not suggest to any third party that candidates would benefit from a change in Motoring School/Instructor. Such an occurrence is subject to disciplinary actions and deemed as conflict of interest.

### **Safety check questions “show me, tell me” questions**

The examiner should ask two safety check questions at the beginning of each driving test. Ideally these questions should be asked whilst in or near the vehicle. The question/s asked should never expose candidates to any danger. In adverse weather conditions, safety check questions should be asked once within the vehicle. Whilst in case of motorcycle tests, given the technical layout of the testing vehicle (i.e.: no shelter from natural elements is provided) safety check questions may be passed over or asked at the end of the test. If these questions are passed over, a brief note on the DTR sheet must be affected for auditing purposes.

### **Attempted bribery / Gifts / Offers of gifts from candidates or third parties**

It's illegal to attempt to bribe an examiner, or offer gifts, money or any other favours in order to get your driving licence without passing the required tests lawfully. All cases of corruption will be investigated, and offenders will fully be handed over to the Malta Police Force and prosecuted of the law.

The examiner can stop the test if a candidate or any other third parties attempt to influence a driving test outcome with bribery and gifts. In such cases, a driving test should be stopped immediately, and a written report is to be provided to the Unit's Manager regards the case for further investigations. On the other hand, it is also illegal for an examiner to ask for gifts, money or any other favours. In such a case, the candidate should file a written report to the Unit's Manager for further investigations. If both the examiner and the candidate or any other third party agrees to accept gifts, money or any other favours to influence a driving test outcome, all the persons involved including the examiner will fully be prosecuted of the law. Fraud is a serious and sensitive matter that can lead to imprisonment, which is not tolerated by Transport Malta under any circumstances.

In any situation involving fraud, a person might have a chance of getting away with it if they are the only person involved and aware of the fraud, but that is highly unlikely.

If a candidate is handing over gifts, money or any other favours to someone to influence the driving test outcome, the candidate is automatically increasing the number of persons who know about the case. Chances are that these persons are involved with many other persons that make use of their dishonest services. All it takes is one person to get caught, and the entire fraudulent network is immediately identifiable. An insignificant detail could be enough to initiate a full-scale investigation.

***It is always easier and cheaper to pass your driving test legitimately under the guidance of a reputable Motoring School/Instructor than to offer gifts, money or any other favors to influence a driving test outcome.***

A candidate who is suspecting fraud or is/was a victim of a scam is encouraged to get personally in touch with the Unit's Manager in charge of Driver Training and Testing within Transport Malta for assistance.

### **Accidents or collisions while on test**

In cases where a collision occurs, irrespective of the amount of damage to the vehicle, the examiner should cautiously stop the test. The examiner should assess the situation and decide whether it is still safe to continue with the test, otherwise the test will be suspended for reasons of safety or roadworthiness. In event were the person/s involved are seriously injured, emergency response assistance should be called for support immediately. The owner of the vehicle must assess the damage sustained or caused to third parties. If the is not present, the examiner shall not take any decisions on the owners' behalf. In addition, all statutory procedures are to be taken over by the owner of the vehicle and not the examiner. However, the examiner is to provide his assistance to the vehicle's owner regards the case as a firsthand witness. For auditing purposes, a detailed report must be written on the DTR sheet by the examiner. If it is clear that the candidate was not responsible for the accident or collision, a continuation test will be given free of charge by waiving the fee of the test (Driving test fee of €23.25 – Twenty-three euro twenty-five cents). In the event were a candidate would have already failed the test before the accident, the test would still be considered as a fail. The Unit's Manager should be duly informed regards the case outcome to authorise the administrative fee waiver.

## **Candidate in an advance stage of pregnancy**

Occasionally candidates in an advanced stage of pregnancy might present themselves for a driving test. There are no rules that prohibit pregnant women to undertake a driving test, at any stage of their pregnancy. On the other hand, Examiners should never ask a candidate whether they are pregnant or not, as this can lead to an embarrassing situation, especially if the candidate is not. Nevertheless, the onus of responsibility to ensure that they are medically fit and safe to carry out all the requirements of the test, is the candidates. Therefore, Examiners cannot be held liable for any pregnancy related complications that might arise throughout or after the test.

A pregnant candidate is required to take the same test as every other candidate without any exceptions. However, since the 'Emergency stop' exercise is not compulsory, in the best interest of customer care it is being suggested that an examiner should opt to choose an alternative exercise.

## **Use of mobile phone during tests**

Transport Malta has no objection to driving Examiners taking their mobile phone with them while on test. However, the examiner must ensure that the phone is turned to silent and used only in extreme cases of professional or family related emergencies, without interfering with the integrity of the test.

## **Roadworthiness and general upkeep of driver testing vehicles**

Motoring School owners/Driving Instructors should carry out routine vehicle checks at the right frequency to their vehicles. In fact, it is not enough to rely only on your periodical servicing visits to your automotive technician of trust. To ensure conformity, routine checks should be affected daily, weekly and monthly.

Most of the time a simple walk around the vehicle would be enough to determine the mechanical state of a vehicle. Nevertheless, Motoring School owners/Driving Instructors, are exclusively responsible to ensure that the vehicles used for driver training and testing are always legal and roadworthy.

Driving tests will be cancelled if the vehicle doesn't meet the following regulations:

- The vehicle must be road taxed.
- The vehicle must be insured for driver testing and training.
- The vehicle must be roadworthy.
- The vehicle must have 'L' plates (green 'L' on a white background for professional instructors, red 'L' on white background for private instructors) visible from the front and rear.
- In view of road safety, a Motoring School vehicle cannot be fitted with a space-saver spare tire.

If an examiner notices that a testing vehicle which is not legal and or roadworthy, the Unit's Manager should be informed immediately regards the case. If the fault can be rectified, this opportunity should be granted if the start of the test is not unduly delayed more than 15 minutes. Otherwise, the examiner should cancel the test and for auditing proposes explain in detail why the test could not be conducted on the DTR sheet. If the mechanical/legal fault evidenced by the examiner was the unequivocal result of gross negligence by the Motoring School owner/Driving Instructor, the candidate should not be charged any administrative or commercial fees by the Motoring School/Driving Instructor to re-apply for another driving test.

## **Standard Operating Procedures - Category A (Motorcycles)**

### **Definition of categories and minimum technical requirements**

**Category A1** - motorcycle without sidecar, with a power rating not exceeding 11 kW and with a power to weight ratio not exceeding 0.1 kW/kg, and capable of a speed of at least 90 km/h. If the motorcycle is powered by an internal combustion engine, the cylinder capacity of the engine shall be at least 115 cm<sup>3</sup>. If the motorcycle is powered by an electric motor, the power to weight ratio of the vehicle shall be at least 0.08 kW/kg.

**Category A2** - motorcycle without sidecar, with a power rating of at least 20 kW but not exceeding 35 kW and with a power to weight ratio not exceeding 0.2 kW/kg. If the motorcycle is powered by an internal combustion engine, the cubic capacity of the engine shall be at least 395 cm<sup>3</sup>. If the motorcycle is powered by an electric motor, the power to weight ratio of the vehicle shall be at least 0.15 kW/kg.

**Category A** - Until the 31st December 2018, motorcycle without sidecar, whose unladen mass is below 180 kg, and with a power rating of at least 40 kW and below 50 kW. As from the 1st January 2019 motorcycle without sidecar, whose unladen mass is more than 175 kg, with a power rating of at least 50 kW. If the motorcycle is powered by an internal combustion engine, the cubic capacity of the engine shall be at least 595 cm<sup>3</sup>. If the motorcycle is powered by an electric motor, the power to weight ratio of the vehicle shall be at least 0.25 kW/kg.

### **Practical test duration**

The length of the test and the distance travelled must be enough to assess the skills and behaviour of a prospective rider. The time spent on the road cannot be less than 25 minutes. This should not include the reception of the applicant, the preparation of the vehicle, technical checks, the special manoeuvres and debrief. A driving test for category A should take around 60 minutes in total.

## **Practical test structure**

The practical test for category A must be structured as follows:

- Greeting of candidate,
- Identification procedure,
- Eye-sight check,
- Pre-brief,
- 2 safety check questions,
- Special manoeuvres (in the order listed within this document),
- A drive of approx 25 minutes,
- De-brief.

## **Protective gear and other safety equipment for motorcycle tests**

Candidates presenting themselves for a motorcycle test must be equipped with suitable protective gear and clothing. In the best interest of health and safety, Transport Malta suggests that candidates presenting themselves for the test should wear the following type of protective clothing:

- Motorcycle boots or shoes, with ankle, toe and shin protection inserts,
- Suitable motorcycle leather or textile jacket with protective inserts,
- Motorcycle leather or textile pants with protective insert,
- Full face helmet,
- High visibility colours,
- Motorcycle gloves with protective inserts,

However, the following is a list of compulsory protective gear and clothing that a candidate must wear for the test. It is important to note that the test cannot be conducted unless the following equipment is present and properly fitted.



- A motorcycle helmet,
- Appropriate and sturdy<sup>1</sup> footwear,
- Motorcycle gloves,
- Reflective vest,

In the event where the helmet used for the test is not equipped with a protective visor, the use of ancillary eye protection is necessary. Shorts, skirts and flip-flops are not accepted for the test in view of safety. Candidates, who present themselves for the test without the compulsory protective gear and safety clothing, may be given an opportunity to obtain it, if the start of the test is not unduly delayed more than 15 minutes. Otherwise, the examiner should cancel the test and explain why it cannot be conducted. Also, a detailed note on the DTR sheet should be made by the examiner for auditing purposes.

### **Safety check questions**

Candidates should be asked only 2 safety check questions, a “show me”, and a “tell me” question. During this part of the test common sense and discretion must be applied, for instance in heavy rain this part of the test can be omitted in the interest of customer service.

An examiner should never pursue a question unduly in the attempt to elicit a response. These are basic safety checks, and an in-depth knowledge is not required for the answer/s to be acceptable. Also, an examiner should never ask a candidate to touch a hot engine or physically check any fluid levels. A generic explanation should be enough to comprehend the candidates’ technical knowledge in relation to the question asked. In the event where one or both questions are answered incorrectly, the examiner should record only 1 technical fault on the DTR sheet in the appropriate box.

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<sup>1</sup> *'Appropriate and sturdy footwear, is a shoe that offers suitable toe, heel and if possible ankle protection and support. The shoes must have a low heel and a robust sole. The shoes must be made from durable materials, like leather or other heavy duty synthetic materials.*

## **Special manoeuvres - fault marking**

Examiners must limit themselves in marking only one fault per each exercise on the DTR sheet. When a candidate fails to reach the designated speed, a second and final attempt must be allowed. In addition, a margin of - 2km/h must be granted in favour of the candidate to act as a margin of tolerance to compensate for any divergence between the motorcycle speedometer and the speed measuring device in use.

## **Special manoeuvres - briefing**

The examiner should clearly identify which exercises the candidate is expected to perform. To avoid any misunderstandings the use of diagrams (by the management provided) and other aids are permissible to hand out detailed explanations. However, it is to be emphasised that the Examiners are obliged to explain the manoeuvre, not to instruct the manoeuvre. If a candidate is presented for the practical test unprepared, the examiner cannot be held responsible or feel obliged to compensate for this shortcoming.

## **Practical test manoeuvres**

After the identity checks, eye-sight test and safety check questions, the candidate will be asked to bring the motorcycle into the starting position. A detailed motorcycle track layout is found in *appendix 1* of this document.

### **1. On and off stand**

The candidates are required to demonstrate they can take the motorcycle on and off the stand safely (side stand), while retaining balance and control. Examiners are required to assess the candidate's ability to control and balance the motorcycle on and off the stand. The Examiners should take the size of the motorcycle and the physique of the rider into account prior assessing any faults.

### **2. Wheeling the bike**

Candidates are required to demonstrate they can wheel the motorcycle safely and under control from one marked bay to another without the use of the engine.

Examiners are required to assess the candidate's ability to wheel the motorcycle safely from one bay to another. Sitting astride the motorcycle to move it is not allowed other than by candidates with special needs (i.e. limited mobility, restricted leg movement etc ...).

If a candidate attempts to paddle the motorcycle the examiner should take control of the situation and point out that the motorcycle should be instead pushed. Different techniques may be employed when wheeling the motorcycle backwards. The candidate may hold the bar grip with one hand and place the other on the saddle or rear of the motorcycle, they may also choose to hold the handlebars with both hands. Either technique is acceptable providing they retain safe control over the motorcycle.

### **3. Slalom**

Candidates are required to demonstrate their ability to ride the motorcycle slowly and under control whilst turning between 6 cones placed 4.5 meters apart, they should maintain proper control and balance throughout the exercise. The Examiner should assess the actions of the candidate while affecting these exercises. If the candidate misses out a cone as a result of a loss of control then a grievous fault should be assessed, if the cone is missed but the candidate's control of the motorcycle is correct then the examiner may allow the candidate to repeat the exercise before drawing any final evaluations.

The slalom exercise will normally lead straight into the figure of eight exercise, if the candidate stops at the end of the slalom exercise and then starts the figure of eight exercise safely, no fault should be assessed here.

### **4. Figure of Eight**

Candidates are required to demonstrate their ability to ride the motorcycle under control in a restricted area between 2 cones placed 6 meters apart from each other. Candidates should maintain safe balance and control throughout this exercise. When beginning the figure of eight exercise, candidates may elect to ride to either side of the first marker cone. The figure of eight exercise requires candidates to ride around 2 cones in a figure of eight pattern, twice. The examiner should assess the actions of the candidate while affecting these exercises. If, for instance, the candidate loses control of the motorcycle, hits a cone or puts a foot down to avoid falling, the examiner has to assess the fault on its own merits and record the seriousness of

the fault on the DTR sheet. If the cone is missed but the candidate's control of the motorcycle is correct, then the examiner may allow the candidate to repeat the exercise.

## **5. Slow Ride**

Candidates are required to demonstrate the ability to ride in a straight line without losing control of the motorcycle over a distance of 15 meters. A significant loss of control, for example a total loss of balance resulting in dropping the motorcycle would be assessed as a grievous fault. A slight loss of control, such as a wobble or weave may be assessed as a technical fault. If a candidate while effecting this exercise surpasses the driving examiner, this fault should be recorded only as a technical fault.

## **6. U-turn**

Candidates are required to demonstrate low speed balance, control and effective observation before and whilst effecting the U turn exercise within 2 marked lines of 15 meters placed 7.5 meters apart, simulating a kerb to kerb U-turn exercise. The candidate should take effective rear observation. Touching the lines should be regarded as a technical fault but crossing the lines should be assessed as a grievous fault. A significant loss of control or balance must also be assessed as a grievous fault.

## **7. Controlled stop**

Candidates are required to demonstrate their ability to control the motorcycle safely as they negotiate the bend and then brake to a controlled stop in the designated stopping area (marked line). The stopping area is located 35 meters away from the speed measuring device. Candidates should be asked to reach a speed of 30 km/h or more as they pass the speed measuring equipment before braking to a controlled stop. The Examiners should position themselves in a safe position to observe the correct use of both brakes. Candidates must demonstrate good progress during this exercise. However, Examiners must base their assessment on the candidate's ability to affect a controlled stop safely and under control. If the candidate's stops beyond the designated stopping area (marked line) it is to be considered as a grievous fault. The speed must be assessed by the examiner using the speed measuring device. If the minimum speed is not reached a second and final attempt must be granted before drawing any final assessment.

## **8. Avoidance Exercise**

The minimum speed requirement for this exercise is 50 km/h. Candidates are required to demonstrate their ability to control the motorcycle safely whilst steering to avoid a stationary obstacle (cone) placed 10 meters away from the speed measuring device, whilst bringing the motorcycle to a controlled stop. Hitting the cone will result into a grievous fault. Candidates must demonstrate good progress during this exercise. However, Examiners must base their assessment on the candidate's ability to affect the avoidance manoeuvre safely and under control. The speed must be assessed by the examiner using the speed measuring device. If the minimum speed is not reached a second and final attempt must be granted before drawing any final assessment.

## **9. Emergency Stop**

The minimum speed requirement for this exercise is 50 km/h. Candidates are required to demonstrate their ability to stop as quickly and safely as possible whilst retaining control of their motorcycle. The Examiners should position themselves in a safe position to observe the correct use of both brakes. If a candidate overshoots the designated stopping area, which is situated 35 meters away from the speed measuring device, the examiner is to assess this fault as grievous. On the other hand, the examiner under no circumstance shall instruct the candidate to affect an emergency stop under a shorter distance. The speed must be assessed by the driving examiner using the speed measuring device. If the minimum speed is not reached a second and final attempt must be granted before drawing any final assessment.

### **Speed measuring device - contingency plan**

In the event of adverse weather conditions where the use of the speed measuring device is not technically or practically feasible, the examiner must visually assess and calculate the progress attained by the candidate while affecting one of the three high speed manoeuvres. In this case the examiner must primarily base his final evaluations on the level of aptitude demonstrated by the candidate while accomplishing the manoeuvre/s. In the event where the speed measuring device currently in use develops a technical fault, this contingency plan shall be equally adopted.

## **General assessment criteria (on the road part of the test)**

The driving examiner will assess whether the applicant is:

- Controlling the vehicle whilst considering proper use of lights and other ancillary equipment, proper use of clutch, gearbox, accelerator, braking systems and steering.
- Controlling the vehicle under different circumstances, at different speeds, steadiness on the road, considering the weight, dimensions and general characteristics of the vehicle.
- Carrying out all-round observation, making effective use of all mirrors and looking well ahead.
- Negotiating crossroads, intersections and junctions in a safe and appropriate manner.
- Taking a correct position on the road, in lanes, on roundabouts and around bends.
- Keeping an adequate and safe distance to the front and the side, and from other road users.
- Making progress but not exceeding the maximum allowed speed, adapting speed to weather/traffic conditions and where appropriate up to national speed limits, driving at such a speed that stopping safely within a distance of the visible and free road is possible.
- Observing traffic lights, road signs, road markings and other indications, acting correctly in relation to provisional signage, placed due to road maintenance, or other works, obeying instructions from traffic controllers, acting correctly in accordance with different road signs (prohibitions or commands), taking appropriate action on the approach to tunnels.
- Giving signals where necessary in a correct and properly timed manner, taking appropriate action in relation to the signals made by other road users.
- Braking and stopping in a safe and effective manner, decelerating in good time, braking or stopping according to circumstances, demonstrating hazard awareness and

anticipation.

- Recognising traffic hazards and assessing their significance.
- In enough command of their vehicle not to create dangerous situations and to react appropriately should such situations occur.
- Complying with road traffic regulations, those intended to prevent road accidents and to sustain the flow of traffic.
- Detecting any major technical faults in their vehicles, those posing a safety hazard, and have them remedied in an appropriate fashion.
- Considering factors affecting driving behaviour (e.g. alcohol, fatigue, poor eyesight, etc.) so as to retain full use of the faculties needed to drive safely.

## **Standard Operating Procedures - Category B (Cars)**

### **Definition of category and minimum technical requirements**

Motor vehicles capable to reach a speed of at least 100km/h with a maximum authorised mass not exceeding 3,500 kg and designed and constructed for the carriage of no more than eight passengers in addition to the driver. Motor vehicles in this category may be combined with a trailer having a maximum authorised mass which does not exceed 750kg.

### **Practical test**

The length of the test and the distance travelled must be enough to assess the skills and behaviour of a prospective rider. The time spent driving on the road cannot be less than 25 minutes. This should not include the reception of the applicant, the preparation of the vehicle, technical checks, the special manoeuvres and debrief. A driving test for category B should take around 45 minutes in total.

### **Practical test structure**

The practical driving test for category B shall be structured as follows:

- Greeting of candidate,
- Identification procedure,
- Eye-sight check,
- Pre-brief,
- 2 safety check questions,
- A drive not less than 25 minutes,
- 2 special manoeuvres, of which 1 must be in reverse,
- De-brief.



## **Safety check questions**

Candidates should be asked only 2 safety check questions, a “show me”, and a “tell me” question. During this part of the test common sense and discretion must be applied, for instance in heavy rain in the best interest of customer service, this procedure must be carried out once within the vehicle. An examiner should never pursue a question unduly in the attempt to elicit precise response. These are basic safety checks, and an in-depth knowledge is not required for the answer/s to be acceptable. Also, an examiner should never ask a candidate to open a bonnet, touch a hot engine or physically check any fluid levels. A generic explanation should be sufficient to comprehend the candidates’ technical knowledge in relation to the question asked. In the event where one or both questions are answered incorrectly, the examiner should record only 1 technical fault on the DTR sheet in the appropriate box.

## **Special manoeuvres**

Examiners should select two of the following manoeuvres of which one of the manoeuvres chosen must be in reverse gear. In all cases, the examiner shall ensure that an appropriate and safe location is selected to perform these exercises. During the special manoeuvres, the use of side mirrors can support the candidate in performing a reversing exercise, to this effect side mirrors cannot replace effective all-round observation. Also, it is important to mention that parking sensors and reversing cameras are technological driving supports, therefore under no circumstance these are to replace effective all-round observation.

## **Straight reverse**

This exercise should be performed in a quiet area, therefore avoid certain locations such as busy main roads. The driver should be asked to pull up into the starting position. It is important that the driver stops the car not at an angle. If the car is at an angle, the driver is already setting himself in the wrong position to straighten the car whilst reversing. Make sure that the instruction to perform a Straight Reverse Exercise is given with plenty of planning time ahead. While reversing, the driver must constantly look all round for the approach of vehicles, cyclists, pedestrians ecc. The driver must stop reversing when any

one of these gets too close, the driver should wait until they have passed before proceeding. Although all-round observation is essential for safety reasons, the driver's main observational priority must be in the direction where the car is travelling, out of the rear windscreen. During the straight reverse, the following skills must be evidenced:

- **Steering control skills** – reverse in a straight line, not hitting the kerb or any other obstacle such as parked vehicles or to drift too far into the road.
- **Foot control skills** – keep the car's rolling moment under control, think of a very slow walking speed.
- **Observation skills** – Constant all-round observation.

### **Reverse 90 degrees parking (into a parking bay)**

Candidates can be requested to reverse into a parking bay, designated by white lines. On completion of the manoeuvre, the test vehicle must have all four wheels within the boundaries of the parking bay. Examiners must select a safe and legal location to affect this exercise. During the reverse 90 degrees parking manoeuvre, the following skills must be evidenced:

- **Steering control skills** — To successfully park in a bay within the lines and not too close to a car on either side.
- **Foot control skills** — To demonstrate proper use of the clutch, brake, and accelerator pedals to maintain the vehicle rolling momentum under control.
- **Observation skills** — To demonstrate effective all-round observation skills throughout the manoeuvre.

## Reverse parallel parking

Candidates should demonstrate control and observation skills to safely reverse between two stationary vehicles. The exercise should be completed within two car lengths. Examiners must select a safe and legal location to affect this exercise. Parallel parking may be affected in front of a garage door, if the access of the garage is not obstructed. During a reverse parking (parallel parking) manoeuvre, the following skills must be evidenced:

- **Steering control skills** — To successfully park behind another vehicle and by finishing not too far away from the vehicle in front and not too far from the kerb. Also, by not touching the kerb (a gentle tyre scrub should not be regarded as a grievous fault) or mounting the pavement.
- **Foot control skills** — To demonstrate proper use of the clutch, brake, and accelerator pedals to maintain the vehicle rolling momentum under control.
- **Observation skills** — To demonstrate effective all-round observation skills throughout the manoeuvre.

## Emergency stop (braking accurately and safely to a stop)

The emergency stop must not be carried out on a busy road or where danger to other road users may arise. It is essential that Examiners take direct rear observation to ensure that it is perfectly safe to carry out the exercise (Do not rely only on the mirrors).

While affecting an emergency stop exercise the vehicle is subject to various mechanical stresses under severe braking conditions. Therefore, tyre or other noises may be heard (i.e.: the ABS - Antilock Braking System, brake pedal judder), this does not necessarily mean that the wheels have locked or are skidding. The Examiners should keep these points in mind when assessing the candidate's control during this exercise.

The use of hazard lights at the end of this exercise is not necessary. Therefore, if a candidate fails to switch them on, the Examiners shall not assess this as a fault. During an emergency stop exercise, the following skills must be evidenced:

- **Promptness** — Adequate and fast reaction time from releasing the accelerator to applying the brake and clutch.
- **Control skills** — To bring the car to a brisk, safe and stationary position under a controlled stop.
- **Observation skills** — To ensuring it is safe to move off once the exercise is completed.

### **Turn in the road (3-point turn)**

The Examiner will ask the candidate to pull up on the left at a designated place. They will then ask the candidate to turn the vehicle around to face the opposite direction using forward and reverse gears, without touching the curb kerb or mounting the pavement. Ideally the turn in the road manoeuvre should be completed into 3 turns, however this can be extended to 5 turns. Examiners must select a safe and legal location to affect this exercise. During the turn in the road manoeuvre, the following skills must be evidenced:

- **Control skills** — To demonstrate proper use of the clutch, brake, and accelerator pedals to maintain the vehicle rolling momentum under control, while steering quickly to affect the turns.
- **Observation skills** — To demonstrate effective all-round observation skills throughout the manoeuvre and to ensuring it is safe to move off once the exercise is completed.

## **General assessment criteria (on the road part of the test)**

The Driving Examiner will assess whether the applicant is:

- Controlling the vehicle whilst considering proper use of lights and other ancillary equipment, proper use of clutch, gearbox, accelerator, braking systems and steering.
- Controlling the vehicle under different circumstances, at different speeds, steadiness on the road, considering the weight, dimensions and general characteristics of the vehicle.
- Carrying out all-round observation, making effective use of all mirrors and looking well ahead.
- Negotiating crossroads, intersections and junctions in a safe and appropriate manner.
- Taking a correct position on the road, in lanes, on roundabouts and around bends.
- Keeping an adequate and safe distance to the front and the side, and from other road users.
- Making progress but not exceeding the maximum allowed speed, adapting speed to weather/traffic conditions and where appropriate up to national speed limits, driving at such a speed that stopping safely within a distance of the visible and free road is possible.
- Observing traffic lights, road signs, road markings and other indications, acting correctly in relation to provisional signage, placed due to road maintenance, or other works, obeying instructions from traffic controllers, acting correctly in accordance with different road signs (prohibitions or commands), taking appropriate action on the approach to tunnels.
- Giving signals where necessary in a correct and properly timed manner, taking

appropriate action in relation to the signals made by other road users.

- Braking and stopping in a safe and effective manner, decelerating in good time, braking or stopping according to circumstances, demonstrating hazard awareness and anticipation.
- Recognising traffic hazards and assessing their significance.
- In enough command of their vehicle not to create dangerous situations and to react appropriately should such situations occur.
- Complying with road traffic regulations, those intended to prevent road accidents and to sustain the flow of traffic.
- Detecting any major technical faults in their vehicles, those posing a safety hazard, and have them remedied in an appropriate fashion.
- Considering factors affecting driving behaviour (e.g. alcohol, fatigue, poor eyesight, etc.) so as to retain full use of the faculties needed to drive safely.

## **Standard Operating Procedures - Taxi tests**

### **Definition of category**

Passenger motor vehicles which may carry no more than five passengers in addition to the driver, which is fitted with a taximeter and which licensed to stand and ply for hire as a Taxi.

### **Marking of faults — Taxi tests**

Candidates will fail the test as a result of either one grievous fault or one perilous fault or an accumulation of 10 technical faults. Faults should be marked with an oblique stroke in the appropriate box. A fault is best described as a deviation from the defined outcome.

### **Practical Taxi test duration**

The length of the test and the distance travelled must be enough to assess the skills and behaviour of a prospective rider. The time spent driving on the road cannot be less than 45 minutes. This should not include the reception of the applicant, the preparation of the vehicle, technical checks, Taxi special manoeuvre and debrief. A Taxi test should take around 70 minutes in total.

### **Practical test structure**

The practical driving test for Taxi shall be structured as follows:

- Greeting of candidate,
- Identification procedure,
- Eye-sight check,
- Pre-brief,
- 2 safety check questions,
- 2 destinations, for an overall drive of not less than 45 minutes,
- 1 special Taxi manoeuvres,
- De-brief.

## Examiner to give pre-brief on test procedure

A pre-test brief should be given by the examiner before the test takes place. This can be given during the walk to the vehicle, or if the distance is short, in or near the vehicle itself. This should only outline what will happen during the test. On average this process should not take more than 5 minutes, however if need be more time can be dedicated by the examiner in the best interest of customer care. While pre-briefing a Taxi test candidate, the examiner must clearly explain that the test route to be adopted must be the most effective and convenient way to arrive at the given destination/s.

## Selection of test route

Examiners must select 2 test routes to be followed by the candidate. For the scope of a Taxi test the examiner must select a prime tourist destination and a prime commercial location, the following are clear examples of such destinations:

Prime tourist destinations	Prime commercial locations
Valletta (Specify an precise location)	Malta Fairs & Conventions Centre (MFCC) – Ta' Qali
Hagar Qim temples – Qrendi	Malta International Airport (MIA) – Gudja
Rabat (Specify an precise location)	Smart City – Kalkara
Malta National Aquarium – Qawra	Mater Dei Hospital (MDH) – Swatar
Dingli Cliffs	Transport Malta (TM) – Lija
Ta'Qali crafts village - Ta' Qali	Malta Financial Services Authority (MFSA) – Mriehel



Mosta dome – Mosta	University of Malta (UOM) – Msida
Paceville (Specify an precise location)	Malta Colleague for Art, Science and Technology (MCAST) – Paola
Ta'Dbiegi crafts village – San Lawrenz (Gozo)	Cospicua Sports Complex – Cospicua
Ta' Pinu shrine – Gharb (Gozo)	National stadium – Ta' Qali
Xlendi bay – Munxar (Gozo)	Xewkija Industrial Estate – Xewkija (Gozo)
Ggantija temples - Xaghara (Gozo)	All prominent hotels in Malta and Gozo

### **Taxi special manoeuvres**

Examiners should select one of the following manoeuvres during the test. The examiner shall ensure that an appropriate and safe location is selected to perform this exercise. During the special manoeuvre, the use of side mirrors is allowed to support the candidate in performing a reversing exercise, side mirrors cannot replace effective all-round observation. To this effect it is important to mention that parking sensors and reversing cameras are technological driving supports, therefore under no circumstance are to replace effective all-round observation. The general use of signals should be adequate to the circumstances and necessities of the manoeuvre.

### **Left hand reverse**

The candidate should be asked to pull up on the left just before a road on the left. They will then be asked to drive past it and stop, and reverse into the opening for some distance, keeping reasonably close to the left hand kerb. Examiners must select a safe and legal location to affect this exercise. During the left hand reverse manoeuvre, the following skills must be evidenced:

- **Steering control skills** – To maintain adequate clearance while reversing around the corner, touching the kerb or straying too far into the centre of the road.
- **Foot control skills** – To demonstrate proper use of the clutch, brake, and accelerator pedals to maintain the vehicle rolling momentum under control.
- **Observation skills** — To demonstrate effective all-round observation skills throughout the manoeuvre.

### U - Turn in the road

The Examiner will ask the candidate to pull up on the left at a designated place. They will then ask the candidate to turn the vehicle around to face the opposite direction using only forward gears, without touching the curb kerb or mounting the pavement. The U-turn manoeuvre should be completed in 1 turn. Examiners must select a safe and legal location to affect this exercise. During the U-turn manoeuvre, the following skills must be evidenced:

- **Control skills** — To demonstrate proper use of the steering, clutch, brake, and accelerator pedals to maintain the vehicle rolling momentum under control, while steering to affect the turn.
- **Observation skills** — To demonstrate effective all-round observation skills throughout the manoeuvre and to ensuring it is safe to move off once the exercise is completed.

### Turn in the road (3-point turn)

The Examiner will ask the candidate to pull up on the left at a designated place. They will then ask the candidate to turn the vehicle around to face the opposite direction using forward and reverse gears, without touching the curb kerb or mounting the pavement. Ideally the turn in the road manoeuvre should be completed into 3 turns, however this can be extended to 5 turns. Examiners must select a safe and legal location to affect this exercise. During the

turn in the road manoeuvre, the following skills must be evidenced:

- **Control skills** — To demonstrate proper use of the clutch, brake, and accelerator pedals to maintain the vehicle rolling momentum under control, while steering quickly to affect the turns.
- **Observation skills** — To demonstrate effective all-round observation skills throughout the manoeuvre and to ensuring it is safe to move off once the exercise is completed.

### **General assessment criteria (on the road part of the test)**

The driving examiner will assess whether the candidate is:

- Controlling the vehicle whilst considering proper use of lights and other ancillary equipment, proper use of clutch, gearbox, accelerator, braking systems and steering.
- Controlling the vehicle under different circumstances, at different speeds, steadiness on the road, considering the weight, dimensions and general characteristics of the vehicle.
- Carrying out all-round observation, making effective use of all mirrors and looking well ahead.
- Negotiating crossroads, intersections and junctions in a safe and appropriate manner.
- Taking a correct position on the road, in lanes, on roundabouts and around bends.
- Keeping an adequate and safe distance to the front and the side, and from other road users.
- Making progress but not exceeding the maximum allowed speed, adapting speed to weather/traffic conditions and where appropriate up to national speed limits,

driving at such a speed that stopping safely within a distance of the visible and free road is possible.

- Observing traffic lights, road signs, road markings and other indications, acting correctly in relation to provisional signage, placed due to road maintenance, or other works, obeying instructions from traffic controllers, acting correctly in accordance with different road signs (prohibitions or commands), taking appropriate action on the approach to tunnels.
- Giving signals where necessary in a correct and properly timed manner, taking appropriate action in relation to the signals made by other road users.
- Braking and stopping in a safe and effective manner, decelerating in good time, braking or stopping according to circumstances, demonstrating hazard awareness and anticipation.
- Recognising traffic hazards and assessing their significance.
- In enough command of their vehicle not to create dangerous situations and to react appropriately should such situations occur.
- Complying with road traffic regulations, those intended to prevent road accidents and to sustain the flow of traffic.
- Detecting any major technical faults in their vehicles, those posing a safety hazard, and have them remedied in an appropriate fashion.
- Considering factors affecting driving behaviour (e.g. alcohol, fatigue, poor eyesight, etc.) so as to retain full use of the faculties needed to drive safely.

## **Standard Operating Procedures — category C (HGV)**

### **Definition of categories - Category C and C1**

**C1** - Motor vehicles of maximum authorised mass exceeds 3,500 kg, but does not exceed 7,500 kg, and which are designed and constructed for the carriage of no more than eight passengers in addition to the driver; motor vehicles in this category may be combined with a trailer having a maximum authorised mass not exceeding 750 kg.

**C** - Motor vehicles other than those in categories D1 or D, whose maximum authorised mass is over 3,500 kg and which are designed and constructed for the carriage of no more than eight passengers in addition to the driver. Motor vehicles in this category may be combined with a trailer having a maximum authorised mass which does not exceed 750 kg.

### **Practical test**

The length of the test and the distance travelled must be enough to assess the skills and behaviour of a prospective driver. The time spent driving on the road cannot be less than 45 minutes. This does not include the reception of the applicant, the preparation of the vehicle, technical checks, the special manoeuvre and the announcement of the outcome of the practical test. A driving test should take around 75 minutes.

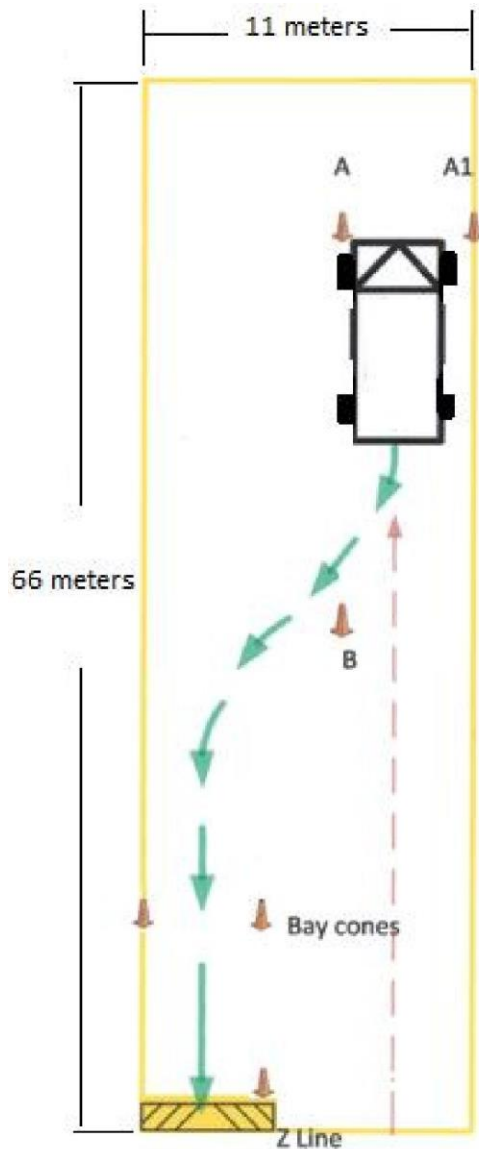
### **Practical test structure**

The practical driving test for category C and C1 shall be structured as follows:

- Greeting of candidate,
- Identification procedure,
- Eye-sight check,
- Pre-brief,
- 5 safety check questions,
- A drive of approx 45 minutes and 1 special manoeuvre,
- De-brief.

## Special manoeuvres

The exercise should start with the candidate positioning the front of the vehicle between the cones marked A and A1, the candidate must then reverse across the area into the bay marked with cones, keeping cone B on the driver's side, and coming to rest with the rearmost part of the vehicle over the stopping area (hatched markings).



### Rigid vehicles

Cones A and A1 should be set at 3.5 times vehicle length.

#### RIGID VEHICLES

All dimensions in metres

Overall length of vehicle	Cone B	Cones A & A1
5.00	7.5	17.5
5.25	7.9	18.4
5.50	8.3	19.3
5.75	8.6	20.1
6.00	9.0	21.0
6.25	9.4	21.9
6.50	9.8	22.8
6.75	10.1	23.6
7.00	10.5	24.5
7.25	10.9	25.4
7.50	11.3	26.3
7.75	11.6	27.1
8.00	12.0	28.0
8.25	12.4	28.9
8.50	12.8	29.8
8.75	13.1	30.6
9.00	13.5	31.5
9.25	13.9	32.4
9.50	14.3	33.3
9.75	14.6	34.1
10.00	15.0	35.0
10.25	15.4	35.9
10.50	15.8	36.8
10.75	16.1	37.6
11.00	16.5	38.5
11.25	16.9	39.4
11.50	17.3	40.3
11.75	17.6	41.1
12.00	18.0	42.0
12.25	18.4	42.9
12.50	18.8	43.8
12.75	19.1	44.6
13.00	19.5	45.5
13.25	19.9	46.4
13.50	20.3	47.3
13.75	20.6	48.1
14.00	21.0	49.0

## Cone measurements

- A to A1 equals to 1 1/2 times the width of the vehicle,
- Z to A and A1 varies according to the length of the vehicle (see measurements from chart),
- A and A1 to B varies according to the length of the vehicle (see measurements from chart),
- Z to bay cones, if the overall length of the vehicle is 12 metres or more, cones should be set to 12 meters. If the overall length of vehicle is less than 12 metres, the cones should be set at par to the actual length of the vehicle to form a rectangular bay.

## Onus of responsibility for specific measurements

The examiner is entirely responsible from the adjustment of the cones according to the specific dimensions listed above and in relation to the overall length of the vehicle subject for the test. This process should be accurately observed and verified prior each test.

## Assessment criteria for the special maneuvers

When carrying out the reversing exercise the candidate should display an adequate level of control, accuracy and observation. The examiner is to assess that these criterias are met in full. The candidate may reposition (shunt — drive slightly forward) the vehicle and dismount from the cab only once to check their stopping position. At the end of the reversing exercise, the distance left between the stopping area and the rear end of the vehicle should be approximately 45cm. No marking lines should be crossed, and no cones should be touched, as both instances may result in a failed test result. The table underneath is a summary of the major faults related to special maneuvers.

Case	Assessment
A cone is gently brushed, but remains unmoved	Technical fault
A cone is moved	Grievous fault
Drives on the perimeter line	Technical fault
Drives over the perimeter line	Grievous fault
Overshoot the parking bay	Grievous fault
Stopping short of the parking bay	Technical fault or Grievous fault <i>(depends how far the vehicle is stopped from the parking bay)</i>
No blind spot checks	Technical fault
Late mirror checks	Technical fault
No nearside (passenger side) check before and after reaching cone B	Grievous fault
Dismount from the vehicle with the engine switched on without applying the parking brake	Grievous fault
Dismount from the vehicle with the engine on but applying the parking brake	Technical fault



## **General assessment criteria (on the road part of the test)**

The driving examiner will assess whether the applicant is:

- Controlling the vehicle whilst considering: the proper use of seat belts, rear-view mirror, head restraints, seat adjustment, proper use of lights and other ancillary equipment, proper use of clutch, gearbox, accelerator, braking systems and steering.
- Controlling the vehicle under different circumstances, at different speeds, steadiness on the road, considering the weight, dimensions and general characteristics of the vehicle.
- Carrying out all-round observation, making effective use of all mirrors and looking well ahead
- Negotiating crossroads, intersections and junctions in a safe and appropriate manner.
- Taking a correct position on the road, in lanes, on roundabouts and around bends.
- Keeping an adequate and safe distance to the front and the side, and from other road users.
- Making progress but not exceeding the maximum allowed speed, adapting speed to weather/traffic conditions and where appropriate up to national speed limits, driving at such a speed that stopping safely within the visible and free road is possible.
- Observing traffic lights, road signs, road markings and other indications, acting correctly in relation to provisional signage, placed due to road maintenance, or other works, obeying instructions from traffic controllers, acting correctly in accordance with different road signs (prohibitions or commands), taking appropriate action on the approach to tunnels.
- Giving signals where necessary in a correct and properly timed manner, taking appropriate action in relation to the signals made by other road users.

- Braking and stopping in a safe and effective manner, decelerating in good time, braking or stopping according to circumstances, demonstrating hazard awareness and anticipation.
- Recognising traffic hazards and assessing their significance.
- In enough command of their vehicle not to create dangerous situations and to react appropriately should such situations occur.
- Complying with road traffic regulations, those intended to prevent road accidents and to sustain the flow of traffic.
- Detecting any major technical faults in their vehicles, those posing a safety hazard, and have them remedied in an appropriate fashion.
- Considering factors affecting driving behaviour (e.g. alcohol, fatigue, poor eyesight, etc.) to retain full use of the faculties needed to drive safely.

## **Standard Operating Procedures - category CE (HGV with trailer)**

### **Definition of category**

Without prejudice to the provisions of type-approval rules for the vehicles concerned, combinations of vehicles where the tractor vehicle is in category C and its trailer or semi-trailer has a maximum authorised mass of over 750 kg.

### **Practical test duration**

The length of the test and the distance travelled must be sufficient to assess the skills and behaviour of a prospective driver. The time spent driving on the road cannot be less than 45 minutes. This does not include the reception of the applicant, the preparation of the vehicle, technical checks, the special manoeuvre and the announcement of the outcome of the practical test. A driving test should take around 75 minutes.

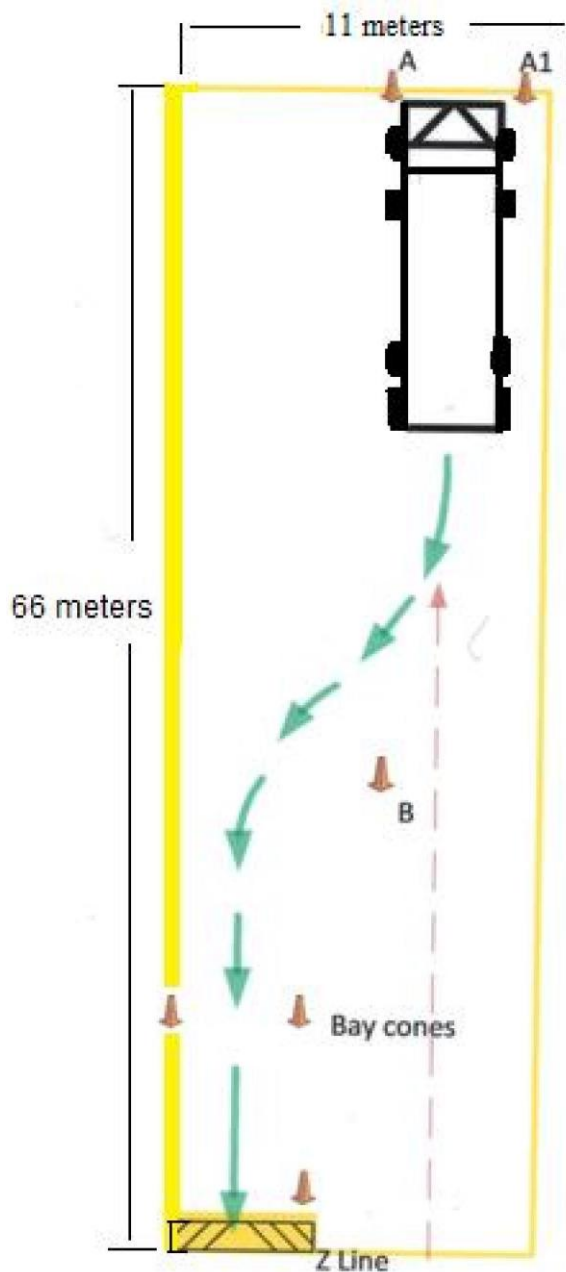
### **Practical test exam**

The practical driving test for category CE shall be structured as follows:

- Greeting of candidate,
- Identification procedure,
- Eye-sight check,
- Pre-brief,
- 2 safety check questions,
- Coupling/uncoupling exercise,
- 1 special manoeuvre,
- A drive of approx 45 minutes,
- De-brief.

## Special maneuvers

The exercise should start with the candidate positioning the front of the vehicle between cones A and A1, the candidate must then reverse across the area into the bay marked with cones, keeping cone B on the driver's side, and coming to rest with the rearmost part of the vehicle over the stopping area (hatched markings.)



### All articulated vehicles

Cones A and A1 should be set at 4 times vehicle length.

#### ALL ARTICULATED VEHICLES

All dimensions in metres

Overall length of vehicle	Cone B	Cones A & A1
8.00	16.0	32.0
8.25	16.5	33.0
8.50	17.0	34.0
8.75	17.5	35.0
9.00	18.0	36.0
9.25	18.5	37.0
9.50	19.0	38.0
9.75	19.5	39.0
10.00	20.0	40.0
10.25	20.5	41.0
10.50	21.0	42.0
10.75	21.5	43.0
11.00	22.0	44.0
11.25	22.5	45.0
11.50	23.0	46.0
11.75	23.5	47.0
12.00	24.0	48.0
12.25	24.5	49.0
12.50	25.0	50.0
12.75	25.5	51.0
13.00	26.0	52.0
13.25	26.5	53.0
13.50	27.0	54.0
13.75	27.5	55.0
14.00	28.0	56.0
14.25	28.5	57.0
14.50	29.0	58.0
14.75	29.5	59.0
15.00	30.0	60.0
15.25	30.5	61.0
15.50	31.0	62.0
15.75	31.5	63.0
16.00	32.0	64.0
16.25	32.5	65.0
16.50	33.0	66.0
16.75	32.5	66.0
17.00	32.0	66.0
17.25	31.5	66.0
17.50	31.0	66.0
17.75	30.5	66.0
18.00	30.0	66.0
18.25	29.5	66.0
18.50	29.0	66.0
18.75	28.5	66.0

## **Cone measurements**

- A to A1 equals to 1 1/2 times the width of the vehicle,
- Z to A and A1 varies according to the length of the vehicle (see measurements from chart),
- A and A1 to B varies according to the length of the vehicle (see measurements from chart),
- Z to bay cones, if the overall length of the vehicle is 12 metres or more, cones should be set to 12 metres. If the overall length of vehicle is less than 12 metres, the cones should be set at par to the actual length of the vehicle to form a rectangular bay.

## **Onus of responsibility for specific measurements**

The examiner is entirely responsible from the adjustment of the cones according to the specific dimensions listed above and in relation to the overall length of the vehicle subject for the test. This process should be accurately observed and verified prior each test.

## **Assessment criteria for the special manoeuvre**

When carrying out the reversing exercise the candidate should display an adequate level of control, accuracy and observation. The examiner is to assess that these criteria are met in full. The candidate may reposition (shunt – drive slightly forward) the vehicle only twice and dismount from the cab only once to check their stopping position. At the end of the reversing exercise, the distance left between the stopping area and the rear end of the vehicle should be approximately 45cm. No marking lines should be crossed, and no cones should be touched, as both instances may result in a failed test result. The table underneath is a summary of the major faults related to special maneuvers.

Case	Assessment
A cone is gently brushed, but remains unmoved	Technical fault
A cone is moved	Grievous fault
Drives on the perimeter line	Technical fault
Drives over the perimeter line	Grievous fault
Overshoot the parking bay	Grievous fault
Stopping short of the parking bay	Technical fault or Grievous fault <i>(depends how far the vehicle is stopped from the parking bay)</i>
No blind spot checks	Technical fault
Late mirror checks	Technical fault
No nearside (passenger side) check before and after reaching cone B	Grievous fault
Dismount from the vehicle with the engine switched on without applying the parking brake	Grievous fault
Dismount from the vehicle with the engine on but applying the parking brake	Technical fault

## Uncoupling/coupling exercise

The scope of this exercise is to assess if the candidate has the necessary skills and knowledge to safely uncouple and couple a semi trailer to a vehicle equipped with a fifth wheel.

Uncouple exercise	Coupling exercise
1. Apply the semi trailer brakes and try to gently move forward the vehicle to confirm that the trailer brakes have fully engaged (tag pull).	1. Reverse the vehicle to align its fifth.
2. Roll the semi trailers legs down.	2. Check the ride height of the vehicle and that of the semi-trailer for better alignment and adjust the semi trailer height if necessary.
3. Disconnect the airlines.	3. Reverse until you hear a loud clanking sound, to confirm that the kingpin has engaged.
4. Release the safety clip.	4. Try to gently move forward the vehicle to confirm that the kingpin has full engaged.
5. Release the king pin.	5. Put the safety clip back on.
6. Drive the vehicle gently forward to uncouple the semi trailer.	6. Reconnect the airlines.
	7. Windup the legs of the semi trailer.

	8. Release the semi trailer brakes and check the rear lights.
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### **General assessment criteria (on the road part of the test)**

The driving examiner will assess whether the applicant is:

- Controlling the vehicle whilst considering: the proper use of seat belts, rear-view mirror, head restraints, seat adjustment, proper use of lights and other ancillary equipment, proper use of clutch, gearbox, accelerator, braking systems and steering.
- Controlling the vehicle under different circumstances, at different speeds, steadiness on the road, considering the weight, dimensions and general characteristics of the vehicle.
- Carrying out all-round observation, making effective use of all mirrors and looking well ahead
- Negotiating crossroads, intersections and junctions in a safe and appropriate manner.
- Taking a correct position on the road, in lanes, on roundabouts and around bends.
- Keeping an adequate and safe distance to the front and the side, and from other road users.
- Making progress but not exceeding the maximum allowed speed, adapting speed to weather/traffic conditions and where appropriate up to national speed limits, driving at such a speed that stopping safely within the visible and free road is possible.
- Observing traffic lights, road signs, road markings and other indications, acting correctly in relation to provisional signage, placed due to road maintenance, or other works, obeying instructions from traffic controllers, acting correctly in accordance with different



road signs (prohibitions or commands), taking appropriate action on the approach to tunnels.

- Giving signals where necessary in a correct and properly timed manner, taking appropriate action in relation to the signals made by other road users.
- Braking and stopping in a safe and effective manner, decelerating in good time, braking or stopping according to circumstances, demonstrating hazard awareness and anticipation.
- Recognising traffic hazards and assessing their significance.
- In enough command of their vehicle not to create dangerous situations and to react appropriately should such situations occur.
- Complying with road traffic regulations, those intended to prevent road accidents and to sustain the flow of traffic.
- Detecting any major technical faults in their vehicles, those posing a safety hazard, and have them remedied in an appropriate fashion.
- Considering factors affecting driving behaviour (e.g. alcohol, fatigue, poor eyesight, etc.) so as to retain full use of the faculties needed to drive safely.

## **Standard Operating Procedures for Driving Examiners - category D1 and D (PTV)**

### **Definition of categories**

**D1** — Motor vehicles designed and constructed for the carriage of no more than 16 passengers in addition to the driver and with a maximum length not exceeding 8 metres. Motor vehicles in this category may be combined with a trailer having a maximum authorised mass not exceeding 750 kg.

**D** - Motor vehicles designed and constructed for the carriage of more than eight passengers in addition to the driver; motor vehicles which may be driven with a category D licence may be combined with a trailer having a maximum authorised mass which does not exceed 750 kg.

### **Practical test duration**

The length of the test and the distance travelled must be sufficient to assess the skills and behaviour of a prospective driver. The time spent driving on the road cannot be less than 45 minutes. This does not include the reception of the applicant, the preparation of the vehicle, technical checks, the special manoeuvres and the announcement of the outcome of the practical test. A driving test should take around 60 minutes.

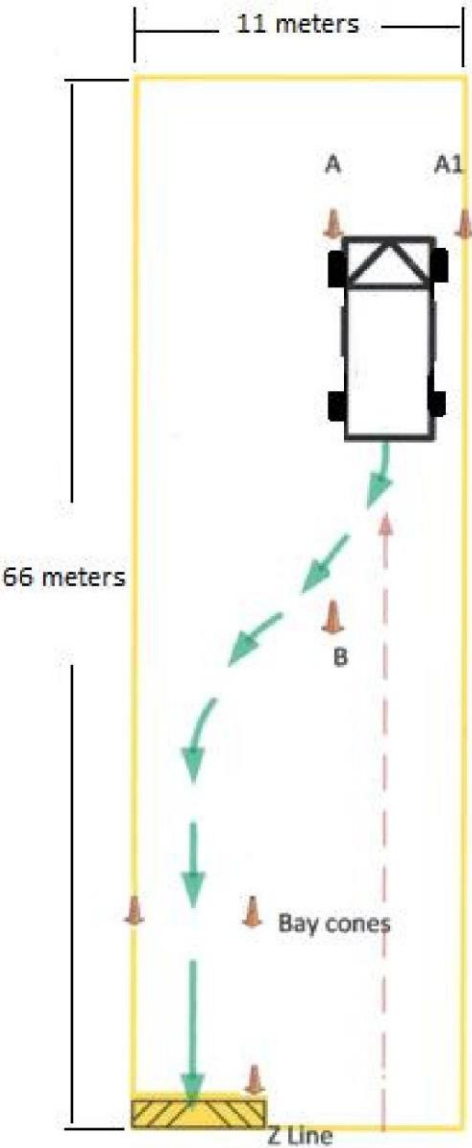
### **Practical test structure**

The practical driving test for category D and D1 shall be structured as follows:

- Greeting of candidate,
- Identification procedure,
- Eye-sight check,
- Pre-brief,
- 5 safety check questions,
- A drive of approx 45 minutes and 1 special maneuver,
- De-brief.

# Special manoeuvres

The exercise should start with the candidate positioning the front of the vehicle between cones A and A1, the candidate must then reverse across the area into the bay marked with cones, keeping cone B on the driver's side, and coming to rest with the rearmost part of the vehicle over the stopping area (hatched markings.)



## Rigid vehicles

Cones A and A1 should be set at 3.5 times vehicle length.

RIGID VEHICLES		
All dimensions in metres		
Overall length of vehicle	Cone B	Cones A & A1
5.00	7.5	17.5
5.25	7.9	18.4
5.50	8.3	19.3
5.75	8.6	20.1
6.00	9.0	21.0
6.25	9.4	21.9
6.50	9.8	22.8
6.75	10.1	23.6
7.00	10.5	24.5
7.25	10.9	25.4
7.50	11.3	26.3
7.75	11.6	27.1
8.00	12.0	28.0
8.25	12.4	28.9
8.50	12.8	29.8
8.75	13.1	30.6
9.00	13.5	31.5
9.25	13.9	32.4
9.50	14.3	33.3
9.75	14.6	34.1
10.00	15.0	35.0
10.25	15.4	35.9
10.50	15.8	36.8
10.75	16.1	37.8
11.00	16.5	38.5
11.25	16.9	39.4
11.50	17.3	40.3
11.75	17.6	41.1
12.00	18.0	42.0
12.25	18.4	42.9
12.50	18.8	43.6
12.75	19.1	44.6
13.00	19.5	45.5
13.25	19.9	46.4
13.50	20.3	47.3
13.75	20.6	48.1
14.00	21.0	49.0

## Cone measurements

- A to A1 equals to 1 1/2 times the width of the vehicle,
- Z to A and A1 varies according to the length of the vehicle (see measurements from chart),
- A and A1 to B varies according to the length of the vehicle (see measurements from chart),
- Z to bay cones, if the overall length of the vehicle is 12 metres or more, cones should be set to 12 metres. If the overall length of vehicle is less than 12 metres, the cones should be set at par to the actual length of the vehicle to form a rectangular bay.

## Onus of responsibility for specific measurements

The examiner is entirely responsible from the adjustment of the cones according to the specific dimensions listed above and in relation to the overall length of the vehicle subject for the test. This process should be accurately observed and verified during each test.

## Assessment criteria for the special manoeuvre

When carrying out the reversing exercise the candidate should display an adequate level of control, accuracy and observation. The examiner is to assess that these criteria are met in full. The candidate may reposition (shunt – drive slightly forward) the vehicle and dismount from the cab only once to check their stopping position. At the end of the reversing exercise, the vehicle must not run over the end of the marked bay (hatched markings). No marking lines should be crossed, and no cones should be touched, as both instances may result in a failed test result. The table underneath is a summary of the major faults related to special manoeuvres.

Case	Assessment
A cone is gently brushed, but remains unmoved	Technical fault
A cone is moved	Grievous fault
Drives on the perimeter line	Technical fault
Drives over the perimeter line	Grievous fault
Overshoot the parking bay	Grievous fault
Stopping short of the parking bay	Technical fault or Grievous fault <i>(depends how far the vehicle is stopped from the parking bay)</i>
No blind spot checks	Technical fault
Late mirror checks	Technical fault
No nearside (passenger side) check before and after reaching cone B	Grievous fault
Dismount from the vehicle with the engine switched on without applying the parking brake	Grievous fault
Dismount from the vehicle with the engine on but applying the parking brake	Technical fault

## **General assessment criteria (on the road part of the test)**

The driving examiner will assess whether the applicant is:

- Controlling the vehicle whilst considering: the proper use of seat belts, rear-view mirror, head restraints, seat adjustment, proper use of lights and other ancillary equipment, proper use of clutch, gearbox, accelerator, braking systems and steering.
- Controlling the vehicle under different circumstances, at different speeds, steadiness on the road, considering the weight, dimensions and general characteristics of the vehicle.
- Carrying out all-round observation, making effective use of all mirrors and looking well ahead
- Negotiating crossroads, intersections and junctions in a safe and appropriate manner.
- Taking a correct position on the road, in lanes, on roundabouts and around bends.
- Keeping an adequate and safe distance to the front and the side, and from other road users.
- Making progress but not exceeding the maximum allowed speed, adapting speed to weather/traffic conditions and where appropriate up to national speed limits, driving at such a speed that stopping safely within the visible and free road is possible.
- Observing traffic lights, road signs, road markings and other indications, acting correctly in relation to provisional signage, placed due to road maintenance, or other works, obeying instructions from traffic controllers, acting correctly in accordance with different road signs (prohibitions or commands), taking appropriate action on the approach to tunnels.
- Giving signals where necessary in a correct and properly timed manner, taking appropriate action in relation to the signals made by other road users.

- Braking and stopping in a safe and effective manner, decelerating in good time, braking or stopping according to circumstances, demonstrating hazard awareness and anticipation.
- Recognising traffic hazards and assessing their significance.
- In enough command of their vehicle not to create dangerous situations and to react appropriately should such situations occur.
- Complying with road traffic regulations, those intended to prevent road accidents and to sustain the flow of traffic.
- Detecting any major technical faults in their vehicles, those posing a safety hazard, and have them remedied in an appropriate fashion.
- Considering factors affecting driving behaviour (e.g. alcohol, fatigue, poor eyesight, etc.) to retain full use of the faculties needed to drive safely.

## **Right to appeal from practical tests**

### **General overview**

Transport Malta is committed to ensure that all practical tests are carried out in accordance with its regulations and policies. To this effect to promote quality and fairness, this policy has been laid down. Each case will be independently investigated, and findings will be communicated accordingly. A complaint filed under this policy will be reviewed under strict confidentiality.

While drafting a complaint a candidate must focus on the actual events that took place. It's important to separate facts from feelings, particularly in emotionally charged situations. If the situation is particularly complex, one may find it helpful to write down their thoughts and feelings to help separate them from the facts of their complaint. However, it is important to stress out that under no circumstances, the result of a practical test cannot be reversed.

### **Self assessment and evaluation**

Prior the submission of a complaint, a candidate must self evaluate the details related to the case. An impulsive reaction derived from disappointment might condition the candidate's reasoning and rationale in believing that he/she was unfairly treated, thus the first reaction would be to file a complaint. A complaint should never be filed under such a state of mind. However, once the emotional reactions towards a negative test outcome are phased out, logical reasoning is automatically reinstated. At this stage, a candidate should meticulously recall and apprehend the events and facts that led to the negative test outcome. After a short reflective period, a candidate should realise if the case at hand is valid and eligible to be filed under the provisions of this policy. If a candidate is having trouble figuring out whether he/she should complain or not, one may consider consulting an unbiased third party they trust.



## Practical Test Appeals

All Driving Examiners are trained to the same standard in accordance with the relevant regulations. However, a candidate's view about a driving test may differ from that of an examiner. To this effect, should a candidate consider that the test was not conducted properly or in accordance with the relevant regulations, an official complaint may be submitted to Transport Malta through the provisions found within this policy. The evidence and facts brought forward by the candidate will be evaluated in relation to the relevant Standard Operating Procedures, the Highway Code and Subsidiary Legislation 65.18.

It is to be noted that the original Driving Examiner's decision and test result cannot be altered or reversed. However, if the complaint is upheld, the Management will authorise the candidate to undertake another test at the earliest opportunity, free of charge. It is to be clarified that only the administrative charge of €23.25 (twenty-three euro and thirty five cents) can be waived. The commercial fees charged by the Motoring School are not subject to this policy.

Candidates who have a valid reason to appeal may do so by submitting the appropriate form (i.e.: Practical Test - Appeals Form, see. *appendix 2*) correctly filled, to the Senior Manager - Driver Training and Training Department in Floriana within 1 week from the date of the exam. A copy of the DTR C1 sheet (i.e.: pink – candidates copy, see. *appendix 3*) must be attached with the form prior submission. Within the complaint form candidates must outline in detail why their appeal is felt to be appropriate. Appeals received after 1 week from the date of the exam cannot be accepted and will be automatically rejected. Each case will be independently investigated, and findings will be communicated within 4 weeks from the date of submission. Details of the case will be digitally archived for records purposes for a period of 2 years.

## **Appeals outcome and relative compensation**

Once that the evidence brought forward is examined, an outcome must be defined. A complaint may be classified under one of the following categories:

**Frivolous** – A complaint that has no serious purpose or value. A complaint which was filed about a trivial matter, so meritless that investigation would be disproportionate in terms of time and cost.

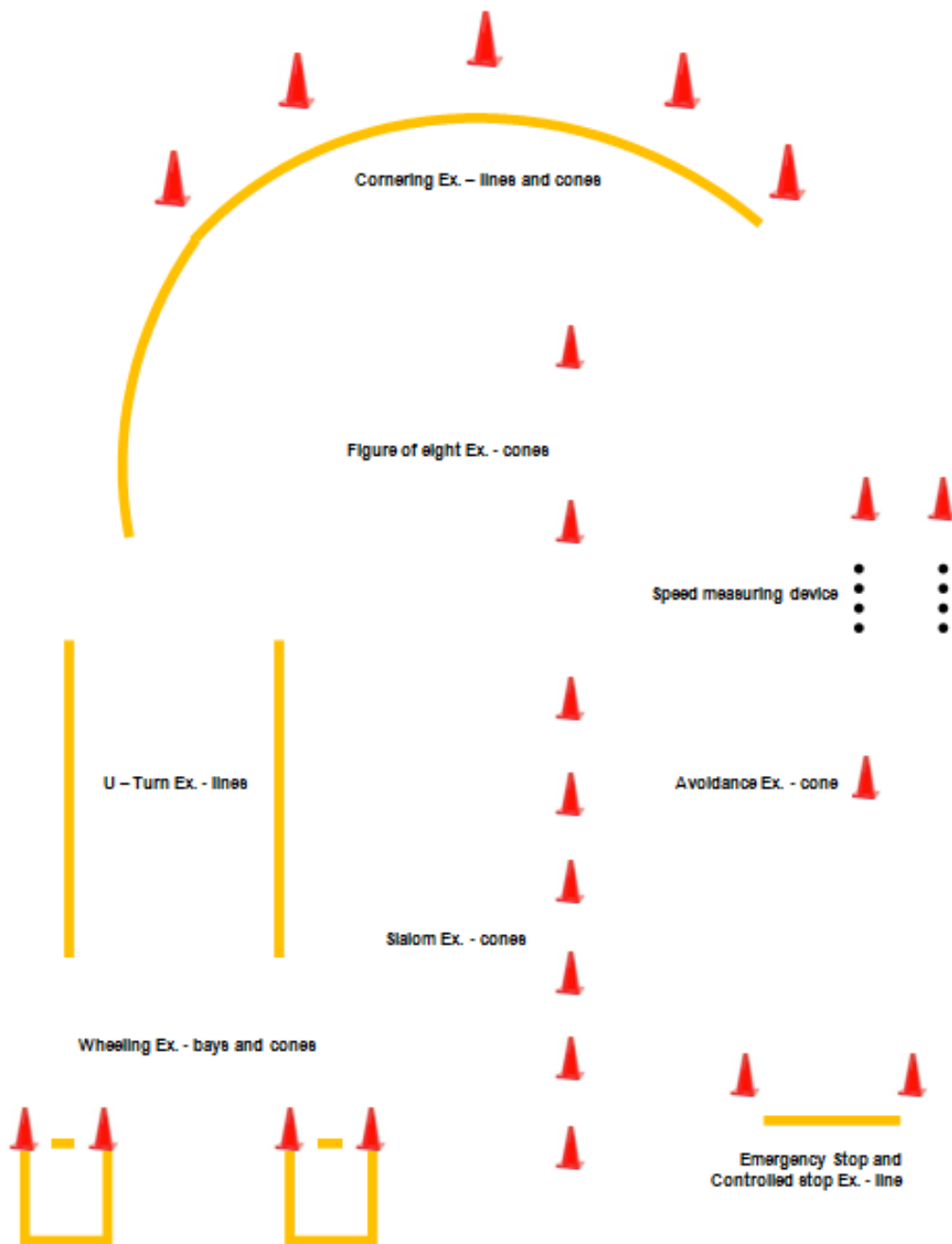
**Unjustifiable** – A complaint that does not expose an apparent violation of a policy, regulations or practice that Transport Malta would regard as below standards.

**Justified** – A complaint that exposes an apparent violation of a policy, regulations or practice that Transport Malta would regard as below standards.

If a Practical Test complaint is classified as justifiable, the Management will authorise that the candidate undergoes another test at the earliest opportunity and without any charge. It is to be clarified that only the administrative charge of €23.25 (twenty-three euro and thirty-five cents) is subject for waiver. The commercial fees charged by the Motoring School are not subject to this policy.

## Appendix 1

Motorcycle test track layout



## Appendix 2



### Practical Test - Appeals Form

#### ***Candidate Details***

Name and Surname: \_\_\_\_\_

ID card: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

\_\_\_\_\_

Test Details: \_\_\_\_\_ Test Date: \_\_\_\_\_

Name of Driving Examiner: \_\_\_\_\_

Name of M/School / Private Instructor: \_\_\_\_\_

Reason/s for Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of candidate \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 3

tm		Transport Malta		DRIVING TEST REPORT		No 135201	
Name: _____ Surname: _____ (Name(s))				M <input type="checkbox"/> F <input type="checkbox"/>		On road start Date: _____ Time: _____	
Applicant's I.D. No.: _____ (Passport No.)				Instructor's Code/I.D. No.: _____		On road end: Date: _____ Time: _____	
Date: _____		Time: _____		Voice: <input type="checkbox"/> TO GO/GOV <input type="checkbox"/> Audio: <input type="checkbox"/> Unchecked <input type="checkbox"/>		Route: _____	
Category: _____		Reg. No.: _____		Accompanied by: _____			
Vehicle Type, Make and Model: _____				<input type="checkbox"/> MAN <input type="checkbox"/> Malta <input type="checkbox"/> <input type="checkbox"/> AUTO <input type="checkbox"/> Gozo <input type="checkbox"/>		Reason Code: _____ Voice Test: <input type="checkbox"/> PASS <input type="checkbox"/> FAIL	
<b>1 Vehicle Checks</b> awareness and anticipation		<b>2 Precautions</b> safety under control		<b>3 Moving off</b> control		<b>4 Emergency Stop</b> promptness control	
<b>5 Reverse / Right/Left</b> with / without trailer control observation		<b>6 Reverse Parking</b> control observation		<b>7 Straight Rev/Turn in road</b> control observation		<b>8 Control of:</b> accelerator clutch gears footbrake parking brake steering control balance rear observation	
<b>9 JMC</b> control		<b>10 Planning Ahead</b> awareness and anticipation		<b>11 Mirrors &amp; Blindspots</b> when signalling change direction change speed		<b>12 Signals</b> when necessary properly timed correctly	
<b>13 Response to</b> traffic signs road markings traffic lights traffic controllers other road users		<b>14 Use of speed</b>		<b>15 Following distance</b>		<b>16 Progress</b> appropriate speed undisturbance	
<b>17 Junctions</b> approach speed observation turning right turning left cutting corners		<b>18 Judgement</b> when overtaking meeting traffic crossing traffic		<b>19 Positioning</b> normal driving lane discipline normal stops		<b>20 Clearance to</b> vehicles/obstacles	
<b>21 Pedestrian Crossings</b>		<b>22 Ancillary controls</b>		<b>23 Trailer</b> coupling/uncoupling		<b>24 PCV</b> full stop exercise	
<b>25 Two Manoeuvre</b>		<b>Total number of faults:</b> _____		<b>G P</b>		<b>PASS</b> <b>FAIL</b>	
Driving Examiner's Name and Signature: _____							
Form DTR1A: Original - for office use only (White) Form DTR1B: Copy - for office use only (Yellow) Exam DTR1C: Copy - for Candidate (White)							

## **Frequently Asked Questions**

### **Who can teach me to drive?**

If you're paying someone to professionally teach you how to drive, make sure that your driving instructor is approved by Transport Malta. If in doubt, ask for the authorisation Tag and L-plate number.

You are also legally allowed to undertake driver training with a family member or a close friend, however no person shall act as a non-registered driving Instructor (i.e.: Private Instructor) unless such person has reached the age of twenty-five years, is in possession of a valid full driving licence covering the category of the vehicle being used by the learner driver and shall have been in possession of such a licence for no less than five years. If the person who is planning to be your Private Instructor passed from the driving test a while ago, it might be a good idea for them to refresh their driving knowledge and their acquaintance with the current testing procedures.

### **Why do I need a Driving Instructor?**

It is important to learn how to drive safely right from the beginning – bad habits are hard to break. Driving Instructors are specially trained to teach you what you need to know to be safe on the road. They have lots of experience and knowledge about driving, which they will use to help you become a confident, safe driver for life.

### **How should I choose a Driving Instructor?**

If you have friends or relatives who have learnt to drive recently, ask them if they would recommend their Driving Instructor and evaluate their feedback. You could also try searching online or using local business directories. It is important to make sure that your Driving Instructor is the right one for you. Try to choose an instructor who has a good reputation, is reliable and punctual.

## What is the legal age to obtain your Driving Licence?

You must be at least 18 years of age to commence driver training in Malta. Therefore, irrespective of what you have been told, it is illegal to do so, and you will not be covered by any insurance policy in the event of an accident. The minimum age for obtaining or holding a driving licence shall be as follows:

Category AM and A1	Age
A2	20
A	22 (if applicant has 2 years of experience with A2) or 24 (if applicant has not 2 years experience with A2)
B1, B, BE	18
C1, C1E	19
C, CE	21
D1, D1E	21
D, DE	24

## Can I change my Motoring School/Driving Instructor?

If there is a problem with your Driving Instructor's service or behaviour, do not hesitate to look for a new one. It is important that you get on well with whoever is teaching you to drive. Also, if you think that your Driving Instructor is acting illegally, you can file a report with Transport Malta for further investigations.

## What is the cost of driver training?

Lesson prices can vary widely between Motoring Schools. Doing some research will help make sure you're happy with the lesson price of your chosen Driving Instructor. Some driving schools offer special deals for block-booking lessons or reduced rates for two-hour lessons, so it is worth asking what deals are available when you book and make sure you have fully understood the deal in question. Finding a cheap instructor or trying to pass your test with too few lessons is not likely to save you money in the end. Without proper instruction, it could take lots of tries before you pass your test – which will cost you more money.

## What are the administration fees charged by Transport Malta in relation to drivers testing and training?

Description	Fee
Theory Test	€ 30.25
Theory Test Re-sit (where applicable)	€ 22.50
Application to undertake a practical test during weekdays	€ 23.25
Application to undertake a practical test on Saturday	€ 40.00
Application for a Driving Learners Permit	€ 23.25
Change of Motoring School	Free of charge

## Should I plan and log my driving lessons?

Yes, to help you get the most out of your lessons, it is a good idea to plan your lessons with your Driving Instructor and record what you have covered. This will also help you to track your progress and fill the Student's Records Sheet.



### **For how long should I take driving lessons?**

Like learning any new skill, it is important to practice your driving. The more you practice, the better you will get. Talk to your Driving Instructor and anyone helping you to practise about what you need to work on.

### **If I am not certified as medically fit to drive can I still take driving lessons or apply for the learner's permit?**

No, you must be certified by a medical doctor of your choice as medically fit to drive, otherwise Transport Malta will not process your Learners Permit.

### **Can I take a driving lesson without the Learners Permit?**

No, it is illegal to do so, once that your learners permit is processed by Transport Malta a copy will be sent to you by post, then you may start with your first driving lesson safely and legally.

### **What is the use of an L plate and what is the difference between a green and red L plate?**

In Malta an L plate affixed to the front and back of a vehicle is used to inform other road users that the driver within the vehicle is under instruction, therefore particular attention should be given. While the colour of the L-plate if it is red means that the candidate is under private instruction, while the green L plate is used for professional Driving instructors. The number displayed next to the green L plate is the permit number of the Motoring school/Driving Instructor.

### **How long does it take for Transport Malta to process a Learners Permit and a Driving Test application?**

Learners permit applications are usually processed within 3 days from the date of deposit. However, this time frame may vary in case of foreign candidates and where certain medical conditions are noted since additional checks at times with other authorities must be affected before issuing the permit. Whilst in view of Driving Test applications these are usually processed within 2 days from the date of deposit and a test date is given with 2 to 3 weeks in advance.

## **How can I confirm that my Motoring School/Driving Instructor have actually deposited my applications?**

If you are in doubt or you just want to cross check about the process of your application, ask your Motoring School/Driving Instructor to provide you the batch number corresponded to your application.

## **What is the batch number?**

The batch number is a unique system code generated by Transport Malta that is handed over to your Motoring School/Driving Instructor and which determines the date when your application was deposited. If no batch number is provided by your Motoring School/Driving Instructor upon your request, chances are that your application was not submitted.

## **What should I know before I start taking driving lessons?**

Before you even get behind the wheel, it's a good idea to start learning the rules of the road. The sooner you start learning about driving, the easier it's likely to be. The Highway Code is an essential document that will give you a good insight about the rules of the road and advice on road safety, to improve your knowledge and understanding you will need to be a skilled and safe driver for life. Also, the information contained within the Highway Code forms part of the training syllabus of the Theory Test.

## **Can I apply for driving test without a pass test result from the theory test?**

Before you can take your practical driving test, you need to pass your theory test. It is an important part of learning to drive. When you get to your practical test, you will need to show that you can use what you learn for this theory test when you are driving on the road.

## **How should I prepare myself for the theory test?**

Transport Malta published the studying material for all categories (except for the professional categories i.e.: Taxi and CPC tests) on its website. However, it is being suggested that candidates should be equally conversant with the regulations of the Highway Code. To this extent the latter has been also uploaded on-line and is available to be downloaded free of

charge. The studying material provided contains practice questions, but it's important that you don't just learn the correct answers. Make sure you understand the meaning of the question and its correct answer/s.

### **What is the examination method adopted for the Theory Tests?**

A multiple-choice format has been adopted for all Theory test exams. The exams shall be carried out using a touch sensitive monitor, which is a visual screen where the questions are displayed. The candidate must read the questions given in the touch screen panel and mark the correct answer/s. Candidates must be able to either operate the touch screen by using their fingertips or with the help of a mouse by clicking on the correct answer/s. The test result is generated by a computerised software, which the latter automatically processes the number of incorrect questions selected by the candidate to determine if the test was a pass or a fail. It is important to highlight the fact that if the candidate leaves a question unanswered the system will automatically process that prompt as incorrect.

### **What is the duration of the Theory test?**

The duration of a Theory test varies. However, most of the exams available have a maximum duration of 45 minutes with 35 multiple choice questions each. CPC Theory test (Certificate of Professional Competence) has a maximum duration of 100 minutes, with 80 multiple choice questions.

### **What are the fundamental rules for Safe Driving?**

Take good care of your vehicle: Maintain your vehicle in good working condition, regularly checking the tires (condition and inflation), brakes and suspension. Clean all windows inside and out.

**Drive when you are emotionally and physically fit to do so:** Monitor your emotions, medications and alcohol use. Certain drugs, combinations of drugs or even small amounts of alcohol can impair the skills you need to drive safely. Impaired driving has been linked to increases in crash risk.

**Pay attention:** Primary causes of traffic collisions are inattention and distraction.

**Use all the safety equipment you can, including proper restraints for the driver and all passengers:** The use of seat belts alone typically cuts the rates of injury and death in traffic collisions by about 45 %.

**Do not drive faster than the posted speed limits; drive slower when conditions dictate:** Driving at a speed higher than what is safe for various conditions leaves you with less reaction time and braking distance than you may need to avoid a crash. Speeding also increases the risk of serious injury in a crash.

**Observe and obey all traffic laws:** just as you expect other drivers to follow the rules, they expect you to do so too. Another driver may not be able to stop in time for you if you fail to observe and obey traffic regulations, signs and signals.

**Be ready to react to unexpected situations:** Rear end collisions are very common at intersections. Avoid them by maintaining a safe following distance.

### Version control table

Version Number	Purpose/Change	Author	Date
0.1	Initial and consultation draft submitted to the Chairman's Office, CO of Corporate Services Directorate, HR unit, and CO of Land Transport. Directorate	Senior Manager - DTTU	27th August 2018
1.0	Final version approved to be published by Chairman's Office, CO of Corporate Services Directorate, HR unit, and CO of Land Transport.	Senior Manager - DTTU	16th October 2018

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