

Instructor Training Declaration

Register of Approved Driving Instructors

Please send this completed declaration to the Registrar at the same time you submit an application for a Trainee Licence. If this is your first application for a trainee licence, apply online at www.transportoffice.gov.uk/instructors

To be completed by the person applying for a Trainee Licence
(in BLOCK CAPITALS).

Your Declaration **1**

Personal Reference Number:

--	--	--	--	--	--	--	--	--	--

Name of applicant:

--

Home address:

Postcode:

--

Name and Address of the Training Establishment:

Postcode:

--

I hereby declare that within the last 6 months I have received a total of not less than 40 hours training in the giving of driving instruction as required.

Signed :

--

Dated:

--	--	--

To be completed by the Approved Driving Instructor responsible
for the training (in BLOCK CAPITALS).

Instructor's Declaration **2**

I hereby declare that within the last 6 months the above named trainee has been given a total of not less than 40 hours training in the giving of driving instruction as required. A record of such training is set out overleaf.

Name of Instructor:

--

Business Address:

Postcode:

--

ADI PRN:

--	--	--	--	--	--	--	--	--	--

Signed :

--

Dated:

--	--	--

Processing your personal data: (cont.)

We must ensure the integrity of the driving test. We may use the personal data you supply for the purposes of preventing or detecting crime and catching or prosecuting offenders. This may include hidden monitoring when appropriate.

We do not disclose or share personal data with any third parties other than in line with the Data Protection Act 1998. This may include, but is not restricted to, disclosure to the police, HM Revenue and Customs, local governments and DVLA. In the case of transfers from DVLA, this may include details of endorsements for the purpose of ensuring that registered ADIs continue to be fit to remain on the register.

For further information, please see our website www.dsa.gov.uk or look for our notification document in the information commissioner's website: www.ico.gov.uk

Our registration number is: **Z7122992**.

Processing your personal data:

The Driving Standards Agency (DSA) directly manages all personal data it processes as an executive agency of the data controller, the Department for Transport.

We use the personal data you give us to help run the Register of ADIs and practical driving test. We also use your details for statistics and analysis to assess equality and improve our customer service.

Record of Training

Name and address of establishment from which instructor training was received:

Postcode:

Training objectives	Date training given	No. of hours	Signature of Trainee	Signature of ADI
Explaining the controls of the vehicle, including the use of dual controls	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moving off	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Making normal stops	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reversing and while doing so entering limited openings to the right or to the left	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Turning to face the opposite direction, using forward and reverse gears	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking close to the kerb, using forward and reverse gears	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Using mirrors and explaining how to make an emergency stop	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approaching and turning corners	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Judging speed, and making normal progress	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Road positioning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dealing with road junctions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dealing with crossroads	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dealing with pedestrian crossings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Meeting, crossing the path of, overtaking and allowing adequate clearance of other vehicles and other road users	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Giving correct signals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comprehension of traffic signs, including road markings and traffic control signals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Method, clarity, adequacy and correctness of instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Observation and correction of driving errors committed by pupils and general manner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attitude and approach to pupil	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ability to inspire confidence in pupil	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours	<input type="text"/>		(Not less than 40 hours)	