



Minimum Standards for Driving Schools

Throughout this document where the term driving school is used it is taken to include riding schools

Introduction to the Standard

The European Driving Schools Association (EFA) note that whilst the structure of the way that driver training is delivered varies considerably between countries in Europe, there is a link between high quality trainers working from high quality driving schools and producing high quality new drivers

Regardless of any particular business model in use, all driving teachers working in driving schools must be of high standard, properly licensed, qualified and supervised

We believe that to provide high quality ***Driver Training for Life*** all driving schools should meet the minimum standards contained in this document

Establishing common rules concerning the conditions to be complied with to pursue the occupation of a road transport operator is contained within regulation (EC) 1071/2009 We believe a similar regulation is required for driving schools that:

Conditions of competition in driver training require the uniform application of common rules on
Minimum Standards for Driving Schools

February 2015

European Driving Schools Association (EFA)

101 Wellington Road North

Stockport, Cheshire SK4 2LP

www.efaucom

Minimum Standards for Driving Schools EFA V 3.0.docx

Driving School Manager

- *Different countries and businesses give different titles to this role manager, operator, director; in this context the person who may be the owner or responsible to the owner or owners for the day to day management of the driving school*
- *The driving school manager should also be responsible for all contractual arrangements with clients, staff and suppliers*
- *The manager must have the skills to validate the training delivered by staff who may be described as trainers, teachers or instructors in the driving school*

The school is required to evidence that:

- the manager has carried out a minimum of two years practice as a qualified Category B driver trainer of both theoretical and practical training
- the manager is able to demonstrate his ability to validate training delivered by others
- the manager is a Fit & Proper person to manage a driving school and holds the relevant certificate required in their country to prove they have been screened for previous convictions

Driving School Procedures

- *Proper procedures are necessary to facilitate the smooth running of the driving school and to ensure that the school is properly administered for the benefit of the clients*

The school is required to evidence that:

- teaching plans are in place which reflect the curriculum of training laid down by each national government
- there are signed contracts, including terms and conditions of business for every student
- the driving school keeps relevant progress records on all their students
- the security and privacy of such records are protected and treated confidentially
- a Health & Safety policy is in place
- a policy is in place to protect children and vulnerable adults

Driving School Teaching Materials and Equipment

- *The driving school must be equipped with proper teaching materials and equipment in order to facilitate learning*

The school is required to evidence that:

- teaching materials are fit for purpose
- up to date and in good condition
- equipment is properly maintained and fit for purpose

Driving School Buildings

- *It is important for the wellbeing of clients and staff that buildings are properly maintained and that classroom areas are separate from reception areas*

The school is required to evidence that:

- buildings operated by the school and open to the public must have:
- separate spaces for:
 - reception
 - classrooms
 - toilet facilities

Driving School Vehicles

- *These standards should be applied where possible throughout all vehicle categories*
- *It is important for the wellbeing of clients and staff that vehicles are appropriate for the task and fitted with the proper equipment*

The school is required to evidence that:

- Vehicles for Category B training should have
 - four doors
 - dual controls
 - dual mirrors
 - exhibit the correct learner plates or signs

Driving School Quality Assurance

- *It is important that driving schools participate in quality assurance systems, to ensure the quality of the training and services that are being provided to clients*

The school is required to evidence that:

- staff are properly trained and supervised
- procedures are understood and adhered to
- standards are correctly upheld
- teaching materials are accurately updated
- teaching equipment is regularly maintained
- driving school buildings are correctly managed
- driving school vehicles are appropriately serviced and maintained