

**Where appropriate the enquiry relates to the 12 month period ending 30 June 2012**

- 1. The number of driving appraisals undertaken for the DMU of the DVLA by the West Didsbury Test Centre.**
- 2. The number of such appraisals**

In the 12 months up to 30 June 2012, DSA conducted three DVLA Medical Driver Appraisals at West Didsbury Test Centre and 764 were conducted nationally.

- 3. The number of complaints made to the DSA concerning the conduct if the appraisal**
- 4. The same where the complaint upheld**

DSA may have received complaints about the conduct of the appraisal but this information is not held in a central location. All complaints about conduct of any test are logged as 'disputed decision/test not assessed properly' and this will cover all categories of test including appraisals. To compile information about the number of complaints about appraisals would require a manual check of all complaints logged in the category mentioned above. This information is exempt from release under section 12 (1) (cost of compliance exceeds appropriate limit) of the FoIA. A copy of this exemption in full is attached at Annex B.

The appropriate limit, as prescribed by the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, is £600 for Central Government and £450 for other public authorities, with staff costs calculated at a rate of £25 per hour. When calculating whether the appropriate limit is exceeded, authorities can take account of the costs of determining whether the information is held, locating and retrieving the information, and extracting the information from other documents. They cannot take account of the costs involved with considering whether information is exempt under the Act.

During the 12 month period requested, we received 1,386 'disputed decision/test not assessed properly' complaints. We have estimated that it would take ten minutes to review each complaint to establish whether it related to an appraisal which equates to 231 hours, which would exceed the 24 working hour limit prescribed.

- 5. The number of learner driver tests carried out by the said centre**

Information about practical driving tests conducted and passed at West Didsbury Test Centre can be found on our website at <http://www.dft.gov.uk/publications/dsa-operational-practical-driving-test-statistics>. This information is therefore exempt under section 21 (information accessible by other means) of the FoIA. A copy of this exemption is attached at Annex C.

- 6. The guidelines governing the conduct of said appraisals**

Attached at Annex D is a copy of guidelines issues to staff and a copy of the DVLA leaflet INS207 is attached at Annex E.

**7. Whether such guidelines are laid down by the DMU of DVLA, or determined by DSA without reference to the DMU**

DVLA and DSA work in collaboration together on all related projects and nothing is determined without agreement from the other Agency.

**8. The nature of the evidence of the medical condition/ health of the subject driver furnished by the DMU for the information of the examiner in conducting the appraisal.**

DSA are not supplied with any information about the medical condition or health of the appraisal candidate. Therefore we do not hold this information. We are only provided with details of the candidate's name, address and driver licence number.

**9. By what means does the examiner provide to the DMU his observations concerning the bearing of the drivers medical condition/ health upon his driving performance**

DSA driving examiners make no comment at all on 'the bearing of the driver's medical condition/ health upon their driving performance'. Our role is to assess the individual's driving ability only. Should the DVLA client present a driving licence that shows they are restricted to drive vehicles fitted with specific adaptation(s) the examiner will check that the car complies and beyond that no further action is required; if the car is not restricted in line with the licence requirements the appraisal will not be conducted.

**10. By what means does the examiner convert the markings of the 11 appraisal heads into his overall grading in his report**

Levels of assessment are provided at Annex D.

**11. What advisory information does the examiner understand will be drawn from the grading by the DMU in determining whether or not to revoke the drivers licence.**

DSA are not involved in any decisions with regard to DVLA Medical Driver Appraisals. At the end of the drive the assessor (driving examiner) will give verbal feedback about the candidates driving ability along with the appraisal report. A copy of the appraisal report along with a short report outlining any significant driver faults (if applicable) are sent to DVLA DMU. The medical adviser alone will consider medical and all other relevant information in order to make a decision as to whether or not someone is fit to drive.

**12. What information is circulated to the driving instructor preparing a driver for the appraisal**

DVLA issue their candidates with leaflet INS207 (see Annex E). It is up to the individual whether, or not they involve a third party such as an approved driving instructor.

**13. The date of commencement of the driving appraisal system**

The appraisal system was introduced on 1 March 2011.

**14. The number of such appraisals undertaken by the West Didsbury Test centre from inception to date**

Since the 1 March 2011, three assessments have been conducted.

**15. identify the common factors shared by the learner driver test and the DMU appraisal**

**16. identify the main differences between the last two mentioned tests.**

DVLA Medical Appraisal drives are not licence acquisition 'L' tests and this is the main difference. Guidance for conducting appraisals is attached at Annex D and guidance on conducting learner driving tests is detailed in our DT1 which is published at <http://www.dft.gov.uk/publications/dsa-dt1-standard-operating-procedure/> .

As with all driver assessments, road safety remains critical and is therefore, the common factor.

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