

APPENDIX ONE

SCHEDULE LS – LICENSED DRIVING SCHOOLS

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Page 1 of 5

Amendment Number	Date Published	Date Implemented	Article Number

Note: Amendments will be *visually highlighted* for a duration of 12 months starting from the implementation of each amendment. Text changes made for grammatical and/or formatting purposes will not be subject to highlighting.

Part One – Driving School Licences

Article 1 General

Article 2 Application for Driving School Licence and for Renewal of Driving School Licence

Article 3 Audit

Article 4 Term of Driving School Licence

Part Two – Instructors Licences

Article 1 Application for Instructors Licence and for Renewal of Instructors Licence

Article 2 Audit and Inspection

Article 3 Suspension and Revocation of Instructors Licence

Part Three – Syllabus for Competition Licence Courses

Article 1 Issue of Competition Licences

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Part One – Driving School Licences

1. General:

1.1 The terms and conditions upon which the holder of a Driving School Licence may use MotorSport NZ's trademarks and hold itself out as licensed and authorised by MotorSport NZ shall be set out in the Licence.

2. Application for Driving School Licence and for Renewal of Driving School Licence:

2.1 Upon application being made through the MotorSport Online system and including payment of the prescribed fee, (refer Appendix One Schedule B for details), MotorSport NZ shall issue a Driving School Licence to any person, firm or body corporate who or which complies with the provisions of Part One Article 2.2 of this Schedule.

2.2 No applicant shall be issued with a Driving School Licence and no Driving School Licence shall be renewed unless:

- (1) All vehicles used by the applicant in conducting its courses (regardless of whether a particular vehicle belongs to the applicant or a pupil) at all times:
 - (a) Comply with and have fitted the minimum safety equipment required by Schedules A or AA of Appendices Two or Six of the National Sporting Code; or
 - (b) (In the case of vehicles the use of which requires a warrant of fitness) have a current warrant of fitness issued by an approved NZTA agent.
- (2) The applicant supplies each of its pupils with (or ensures that each pupil uses) a helmet and protective clothing complying with the requirements of Appendix Two Schedule A of the National Sporting Code.
- (3) The applicant ensures that a person with a current Instructor's Licence supervises and conducts each course.
- (4) The applicant ensures that:
 - (a) For all Race driving practical instruction each course venue has available for immediate use a rescue vehicle containing at least the minimum fire and rescue equipment specified in Appendix Two Schedule H, for intervention vehicles, and
 - (b) For all Rally driving practical instruction each course venue complies with the requirements of Appendix Three Schedule R as pertains to Medical and First Aid requirements at the start of a special stage.
- (5) The applicant has in place effective security measures to ensure no vehicle other than the vehicles being used in each course, can drive onto the venue being used by the applicant while a course is in progress.
- (6) The applicant keeps at each venue of a course a first aid kit as described in the "First Aid for Workplaces – A Good Practice Guide" document published by the Department of Labour and available on the Worksafe New Zealand website – www.business.govt.nz.
- (7) The Driving School nominates a Senior Instructor who:
 - (a) Holds a current Driving School Instructors licence in accordance with Part Two of this Schedule, and

(b) Holds as a minimum a current Level One first aid certificate, covering at least NZQA Units 26551 and 26552, conducted by the New Zealand Red Cross Society Incorporated or the St John Ambulance Association.

(8) Provided a Licensed Driving School holds at least one(1) valid licence for its Senior Instructor and that person remains on site to oversee the duration of each school, the school may engage the services of current or past C2 Grade or R2 Grade licence holders to assist in the running of each school.

3. Audit:

3.1 Every holder of a Driving School Licence shall at any time, upon reasonable notice being given by MotorSport NZ, allow any person appointed by MotorSport NZ for the purpose to inspect (whether during a course or not) the holder's vehicles, safety equipment, rescue vehicle, first aid cabinet and other facilities as such person may reasonably request, in order to audit compliance with the requirements of the licence.

4. Term of Driving School Licence:

4.1 Unless earlier revoked in accordance with Part One Article 4.2 of this Schedule, every Driving School Licence shall be issued for a term of one(1) year from the date of issue.

4.2 MotorSport NZ shall be entitled to suspend or revoke (or in its discretion, revoke any licence at the end of any period for which it has suspended) any Driving School Licence in the event that the holder thereof:

- (1) Is in breach of any the provisions of Part One of this Schedule and does not remedy the breach within a period of thirty(30) days of a notice in writing from MotorSport NZ specifying the breach and requiring its remedy;
- (2) Fails to pay any sum due and owing to MotorSport NZ upon any account whatsoever or commits an act of bankruptcy, a receiver or a receiver and manager is appointed over its assets or a substantial part or portion of its assets, or a resolution is passed or an order is made for its winding up or liquidation.

Part Two – Instructors Licences

- 1. Application for Instructors Licence and for Renewal of Instructors Licence:**
 - 1.1** Upon application being made through the MotorSport Online system including payment of the prescribed fee (refer Appendix One Schedule B for details), MotorSport NZ shall issue an Instructors Licence to and renew the Instructors Licence of any person who complies with the provisions of Part Two Article 1.2 of this Schedule.
 - 1.2** No person shall be issued with an Instructors Licence unless the person:
 - (1)** Holds as a minimum a current MotorSport NZ C2 Grade or R2 Grade competition licence or higher, or
 - (2)** Alternatively, has previously held a C2 Grade or R2 Grade licence or higher and can provide evidence to MotorSport NZ detailing competition history of more than one(1) year. In such cases the MotorSport NZ Competition Licence panel shall decide whether the submitted evidence is sufficient to meet the minimum requirements.
- 2. Audit and Inspection:**
 - 2.1** Every holder of an Instructors Licence shall at any time, upon reasonable notice being given by MotorSport NZ, allow any person appointed by MotorSport NZ for the purpose to observe any course conducted by the licence holder in order to audit compliance with the requirements of the licence.
 - 2.2** Every holder of an Instructors Licence shall upon being requested by any person appointed by MotorSport NZ for the purpose, produce for inspection by such person the holder's Licence.
- 3. Suspension and Revocation of Instructors Licence:**
 - 3.1** Unless earlier revoked in accordance with Part Two Article 3.2 of this Schedule, every Instructors Licence shall be issued for a term of one(1) year from the date of issue.
 - 3.2** MotorSport NZ shall be entitled to suspend or revoke (or in its discretion revoke any licence at the end of any period for which it has suspended) any Instructors Licence in the event that the holder thereof:
 - (1)** Is in breach of any the provisions of Part Two of this Schedule and does not remedy the breach within a period of thirty(30) days of a notice in writing from MotorSport NZ specifying the breach and requiring its remedy;
 - (2)** Fails to pay any sum due and owing to MotorSport NZ upon any account whatsoever or commits an act of bankruptcy.

Part Three – Syllabus for Competition Licence Courses

1. Issue of Competition Licences:

- 1.1 A pass result from the relevant grade examination shall count as satisfaction of MotorSport NZ's criteria for issue of a Competition Licence.
- 1.2 The holder of an Instructors Licence shall be authorised by MotorSport NZ to be an examiner for the purposes of ensuring competency for the issue of a competition licence.

*The current list of licensed driving schools is available on the MotorSport NZ website:
www.motorsport.org.nz*