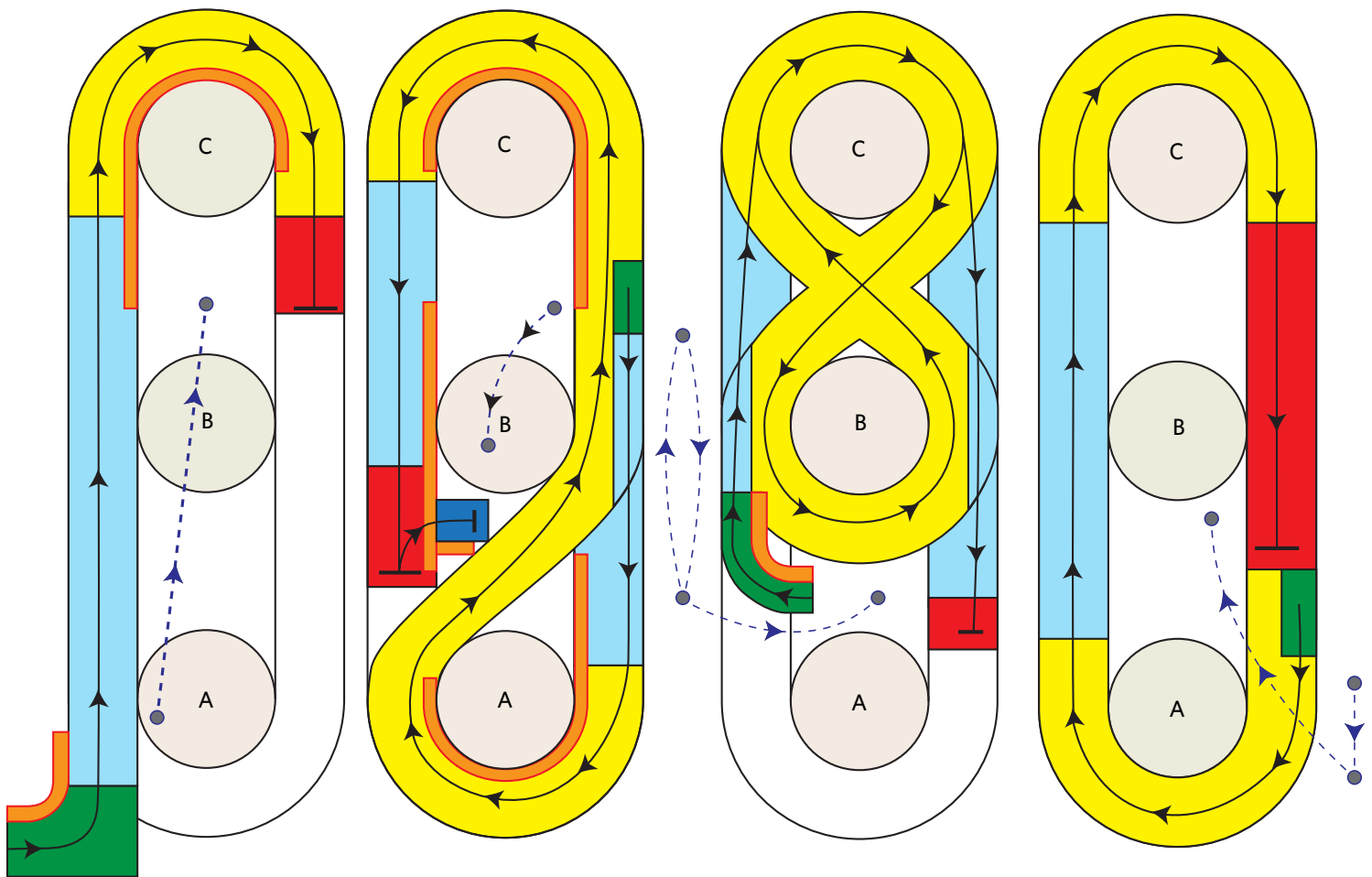


Basic handling skills test manual

Version 11 November 2023



Document history

Date	Description of changes
January 2022	Transition from <i>Statement of approval conditions</i> document to a manual.
July 2022	Clause 40g fault under assessable task 'stop' amended to include shoulder check with reference to motorcycle with no mirrors removed.
July 2023	Clause 21.6 added.
December 2023	Image on page 18 corrected to reflect arrows on right image going in the correct direction.



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If you have further queries, call our contact centre on 0800 699 000 or write to us:

Waka Kotahi NZ Transport Agency
Private Bag 6995
Wellington 6141.

This publication is also available on our website at www.nzta.govt.nz and on the Driver Training and Testing portal at <https://agent.nzta.govt.nz>

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Purpose

This manual sets out the test criteria and conditions under which motorcycle instructors approved by Waka Kotahi NZ Transport Agency to conduct basic motorcycle handling skills tests (BHST) under clause 52 of the Land Transport (Driver Licensing) Rule 1999 must conduct and administer the test.

As this document may be updated periodically, please ensure that you always refer to (and comply with) the current version available on the Waka Kotahi website and on the course provider portal.

The purpose of this document is to clarify and supplement any existing requirements contained in associated legislation. This document must be read and applied in conjunction with any other relevant legislation, which includes but is not limited to the following list:

- Land Transport (Driver Licensing) Rule 1999 (the Rule)
www.legislation.govt.nz/regulation/public/1999/0100/latest/whole.html
- Land Transport (Road User) Rule 2004
www.legislation.govt.nz/regulation/public/2004/0427/latest/DLM302188.html
- Health and Safety at Work Act 2015
www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
- Land Transport Act 1998 (the Act)
www.legislation.govt.nz/act/public/1998/0110/latest/DLM433613.html
- Privacy Act 2020
www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html

Definitions

The Act means the Land Transport Act 1998.

Approval means approval of an individual motorcycle instructor by Waka Kotahi pursuant to clause 52 (3) of the Land Transport (Driver Licensing) Rule 1999 to conduct basic handling skills tests.

Assessable tasks are specific manoeuvres which occur during each stage of the test such as moving off, straight ride, cornering, stopping and parking.

Candidate means a person applying to complete or undertake a basic handling skills test.

Certificate means Waka Kotahi basic handling skills test certificate issued to a candidate after successfully completing the basic motorcycle handling skills test.

Critical errors are serious riding errors that are recorded at any time they occur during any test.

Cue cards are a series of cards that show:

- the course layout
 - the preliminary instructions that must be read to the candidate immediately before the test starts
 - the direction of travel guide
 - stage diagrams detailing:
 - direction of travel for each stage
 - the position(s) the examiner must be in when conducting each stage
 - colour coded assessable tasks required to be conducted for each stage
 - the instructions that must be read to the candidate immediately before each stage starts
- <https://agent.nzta.govt.nz/manuals/course-provider-resources/motorcycle-basic-handling-skills-test-cue-cards.pdf>

Examiner means:

- an approved motorcycle instructor who has been approved by Waka Kotahi under clause 52 (3) of the Land Transport (Driver Licensing) Rule 1999 to conduct basic handling skills tests, or
- a testing officer certified by Waka Kotahi under clause 52(1) of the Land Transport (Driver Licensing) Rule 1999 to conduct basic handling skills tests and who is employed by or under contract to the New Zealand Defence Force (NZDF).

Immediate failure error is a riding error that has the potential to cause harm to the candidate, the examiner or others, and results in the test being stopped and resulted as a failed test.

Immediate family member in the context of this statement means: father, mother, son, daughter, brother, sister, husband or wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchild, or others considered to be members of the household and living under the same roof.

LAMS means the Learner Approved Motorcycle Scheme and relates to the full lists of LAMS approved and LAMS prohibited motorcycles that can be viewed at www.nzta.govt.nz/driver-licences/getting-a-licence/licences-by-vehicle-type/motorcycles/lams/lams-approved-and-prohibited-motorcycles/

Licensing officer means a person who is responsible for dealing with driving instructors, testing officers and course providers at a Waka Kotahi office.

Moped means a motor vehicle (other than a power-assisted pedal cycle) that has:

- 2 or 3 wheels, **and**
- a maximum speed not exceeding 50 kilometres per hour, **and**
- either:
 - an engine cylinder capacity not exceeding 50 cc, **or**
 - a power source other than a piston engine.

Motorcycle means:

- a motor vehicle running on 2 wheels, or not more than 3 wheels when fitted with a sidecar, and
- includes a vehicle with motorcycle controls that is approved as a motorcycle by the Director, but
- does not include a moped.

Rule means, in the context of the text in this document, the Land Transport (Driver Licensing) Rule 1999 and any subsequent amendments.

www.legislation.govt.nz/regulation/public/1999/0100/latest/whole.html

Score sheet means the Waka Kotahi basic handling skills test score sheet (DL9 form).

Task assessment items are riding behaviors a rider can incur faults against during the test such as looking, signal, lateral position, control etc.

Test means the basic handling skills test.

Test criteria means the criteria for conducting basic handling skills tests contained in the appendix of this document.

Test venue means any place or location established by the examiner in which to conduct basic handling skills testing.

Waka Kotahi NZ Transport Agency means Waka Kotahi, and in relation to any powers/functions under this document includes any authorised employee, servant, agent or representative.

1. Approval

- 1.1. Waka Kotahi, pursuant to clause 52 of the Rule, may approve individual motorcycle instructors who hold a current I6 endorsement to conduct basic handling skills tests and issue certificates. Such approval is subject to this document and the test criteria for conducting basic handling skills tests contained in the appendix.
- 1.2. As in 1.1 above, only individuals who hold a current motorcycle instructors endorsement and who have been approved by Waka Kotahi as examiners may conduct basic handling skills tests. No organisations will be approved for this purpose.
- 1.3. An approved examiner must notify in writing any change of physical residential, business address, email address or phone contact details to the nearest Waka Kotahi licensing officer within seven days of the change.

2. Conducting basic handling skills tests

- 2.1 The examiner must conduct all tests in accordance with the criteria for conducting basic handling skills tests specified in appendix A.
- 2.2 The examiner must maintain such standards of competency and integrity in respect of the provision of the test as Waka Kotahi considers appropriate.
- 2.3 The examiner must not alter the content of any tests or vary from the test criteria in any way without the prior written consent of Waka Kotahi.
- 2.4 The examiner must only issue a basic handling skills test certificate where the candidate has meet the minimum requirements to pass the test.

- 2.5 The examiner must ensure that the test results are fully documented on the basic handling skills test score sheet, and that this record supports the test outcome.

3. Course certificates

- 3.1 Only Waka Kotahi basic handling skills test certificates may be issued to successful candidates
- 3.2 The examiner must only issue basic handling skills test certificates that have been allocated to them by Waka Kotahi. Certificates must not be transferred from one examiner to another
- 3.3 The basic handling skills test certificate must be signed only by the examiner who has conducted the test.
- 3.4 Any basic handling skills test certificate issued must be completed in full by the examiner.
- 3.5 The use of scanned/stamped signatures and the like on basic handling skills test certificates is not permitted as these can be generated by persons other than the examiner.
- 3.6 Should the examiner misplace, lose or have any certificates stolen they must immediately report the loss to the nearest Waka Kotahi licensing officer.
- 3.7 Replacement certificates may be issued. The date of course completion must be the date the certificate was originally issued and a note must be made against the entry in the register, ie 'replacement for certificate 123456'.

4. Modification to test requirements

- 4.1 Waka Kotahi may from time to time notify the examiner of changes in relation to this document and/or the basic handling skills

test criteria. Upon notification of such changes the examiner must implement and/or comply in accordance with the notification. Notification of changes will be deemed to be served in terms of clause 13 of this document.

5. Conflict of interest

- 5.1 The examiner must ensure that they do not carry out any other work or undertake any activities that may conflict with or adversely affect the proper performance of this document or compromise their role as an examiner.
- 5.2 In particular, the examiner must ensure that they, either directly or indirectly, do not seek or accept any gift, benefit, koha, privilege or concession from any candidate or person in any way connected with a candidate.
- 5.3 Where any gift, benefit, koha, privilege or concession is offered at any time, by a candidate or person in any way connected with the candidate, the gift etc must be declined and the examiner must immediately inform their nearest Waka Kotahi licensing officer. If the offer is made during a test being conducted by the examiner, the involvement of that individual in the test must cease immediately and Waka Kotahi advised accordingly.
- 5.4 The examiner must also refrain from any financial interest or undertaking that may interfere with or compromise the performance of the examiner's responsibilities. The examiner must advise Waka Kotahi of any situation where it is known or ought to be known that any financial undertaking has the potential to conflict with the performance of their responsibilities.
- 5.5 For the avoidance of doubt the parties agree that under no circumstances must the examiner test any immediate family members.

6. Security

- 6.1 The examiner must take all reasonable steps to ensure that the tests are conducted in a proper manner and are not compromised in any way by cheating, impersonation of candidates, or in any other manner. This must be achieved by the examiner verifying the candidate's identity (following the process detailed in clause 29) and supervising the test at all times.
- 6.2 The examiner must at all times ensure that they comply with the principles of the Privacy Act 2020, particularly in respect of the collection, handling, use, disclosure, storage and disposal of personal information.
- 6.3 The examiner must ensure that any personal information, candidate course documentation and course certificates are stored securely at all times.
- 6.4 When the examiner becomes aware that any situation specified in section 6 may have occurred, the examiner must immediately advise their nearest Waka Kotahi office.

7. Audit and monitoring

- 7.1 Waka Kotahi may in writing require any examiner to undergo an audit where Waka Kotahi reasonably considers it necessary in the interests of land transport safety. In such cases, the examiner must permit Waka Kotahi to enter the premises of the examiner, including any test venue, and:
 - (a) audit or inspect any test-related documents or other related material held by the examiner in paper, electronic or any other form whatsoever, and
 - (b) observe or monitor activities or work carried out by the examiner in connection with the provision of basic handling skills tests.

- 7.2 If during an audit or at any other time a duly authorised employee, agent or representative of Waka Kotahi makes a written or verbal request for copies of any documents, records information or other material held by the examiner in relation to the provision of basic handling skills tests, the examiner must provide such copies to Waka Kotahi without delay and within any timeframe stipulated.
- 7.3 The examiner must comply with any lawful instructions made in writing by Waka Kotahi arising out of any audit under section 198 of the Act.
- 7.4 The examiner must use their best endeavours, and must provide all such assistance as may be necessary, to facilitate any duly authorised employee, agent or representative of Waka Kotahi in respect of any audit or inspection requirements.
- 7.5 Notwithstanding clause 7.1 of this document, any duly authorised employee, agent or representative of Waka Kotahi may, with or without prior notice to the examiner, but at reasonable times, carry out inspections at or visits to any test venue of the examiner in order to determine or ensure compliance with this document and any relevant legislation.
- 7.6 Waka Kotahi, at their discretion, may uplift any original course documentation and provide copies of the uplifted documentation and a receipt to the examiner.

8. Notice of non-compliance

- 8.1 Where Waka Kotahi is satisfied that the examiner is not maintaining acceptable standards in respect of conducting basic handling tests in accordance with this document, Waka Kotahi may give to the examiner a notice in writing to rectify any non-compliance.
- 8.2 Where any notice is given under clause 8.1 the examiner must rectify any non-compliance specified in that notice within the time specified in that notice or, if no such time is specified, within a reasonable time.
- 8.3 Notwithstanding clause 8.1, where the non-compliance identified is of a serious nature, Waka Kotahi may:
- suspend all or part of the examiner's driving instructor endorsement, or
 - take immediate revocation action in relation to the examiner's approval to conduct basic handling skills tests (see clause 11 'Suspension/revocation of approval').

9. Health and safety

- 9.1 The examiner is to ensure that the tests conducted in accordance with this agreement are done in a manner that:
- will avoid harm to themselves or to any other persons
 - at all times complies with the requirements of the Health and Safety at Work Act 2015. The following link will take you to the Worksafe document *Managing work site traffic* which provides practical advice on ways to identify and control the health and safety risks associated with work site safety.

www.worksafe.govt.nz/topic-and-industry/vehicles-and-mobile-plant/site-traffic-management/managing-work-site-traffic-gpg/

- 9.2 The examiner must ensure that all generally recognised safety procedures are adhered to, and appropriate safety checks on all equipment or vehicles used by the examiner are carried out in accordance with the test criteria.
- 9.3 Where there has been, or may have been a breach of any provision of the Health and Safety at Work Act 2015, the examiner is required to meet their obligations under that act and to also notify a Waka Kotahi licensing officer in a timely manner.
- 9.4 Where the examiner is required to notify WorkSafe under the Health & Safety at Work Act 2015 about any issue relating to the test they must at the same time notify a Waka Kotahi licensing officer.
- 9.5 Where the examiner fails to comply with their obligations under the health and safety legislation, Waka Kotahi reserves the right to suspend the examiner's approval as specified in clause 11.

10. Voluntary surrender of BHST approval

- 10.1 Where an examiner intends to cease conducting BHST tests they must give no less than 21 days' notice in writing to their nearest Waka Kotahi licensing officer of their intention. During that 21-day period the examiner is still bound by and required to comply with this document. The examiner must on request of Waka Kotahi and within the time frame specified, forward all completed trainee course documentation, trainee course register, unused course certificates, unused test scoresheets and any other stipulated data or material to Waka Kotahi pursuant to clause 12.

11. Suspension/revocation of approval

- 11.1 Any approval granted as a basic handling skills test examiner under clause 52 (3) of the Land Transport (Driver Licensing) Rule 1999 may be withdrawn by notice in writing where:
- (a) the examiner ceases to hold a current class 6 driving instructor endorsement, or the examiner ceases to hold both a current class 6 driver licence and class 6 driving instructor endorsement
 - (b) the examiner conducts less than 10 basic handling skills tests within a 12-month period. (This provision will not apply in circumstances where the examiner can provide an explanation acceptable to Waka Kotahi for the low number of tests being conducted)
 - (c) Waka Kotahi is satisfied through the actions (or non-actions) of the examiner that they have ceased to be an appropriate person to continue as a test examiner. Examples of situations that may result in Waka Kotahi making a determination that an approved examiner is not an appropriate person to conduct basic handling skills testing include (but are not limited to):
 - (i) failing to maintain a standard of competency that Waka Kotahi considers appropriate, or
 - (ii) acting inappropriately or illegally, or
 - (iii) breaching any condition of the examiner's approval, or
 - (iv) compromising the integrity of the driver licensing system
 - (v) fails to provide secure storage of documentation, course certificates, course records etc, or

- (vi) fails to control the action of any persons directly or indirectly involved with the providers business where those actions may compromise the standard or integrity of the courses being delivered or breach the principles of the Privacy Act 2020, or
- (vii) committing a breach of the health and safety requirements in terms of the Health and Safety at Work Act 2015
- (viii) failing to comply with any instruction arising out of any audit under section 198 of the Act, or
- (ix) failing to implement or comply with any changes notified under clause 4.1 of this document, or
- (x) ceases to carry on business as a basic handling skills examiner, or
- (xi) failing to comply with a requirement made in writing by Waka Kotahi to the examiner arising out of an audit under section 198 of the Act; or
- (xii) any other matters that Waka Kotahi may consider relevant.

12. Return of property to Waka Kotahi

- 12.1 Where Waka Kotahi has revoked the examiner's approval, the examiner must, within seven days of the date of notification of this decision, forward all completed trainee course documentation, trainee course register, unused course certificates, unused test scoresheets and any other stipulated data / material to Waka Kotahi.
- 12.2 When an examiner ceases conducting basic handling skills tests, the examiner must, on request of Waka Kotahi and within the timeframe specified, forward all completed trainee course documentation, trainee course register, unused course certificates, unused test scoresheets and any other stipulated data/material to Waka Kotahi.

- 12.3 The examiner, on written application, may receive a full refund for the cost of any unsoiled course certificates returned to Waka Kotahi (current version).

13. Notices

- 13.1 Any notice issued under this document shall be sufficient if in writing and delivered personally or sent by electronic means to the email address or facsimile number of the examiner. Any notice personally delivered or sent by post shall be sent to the examiner's last known address or address specified by the examiner in any application or document provided to Waka Kotahi.
- 13.2 The notice shall be deemed delivered upon personal delivery or 5 days after mailing by standard post (unless returned undelivered) or sending of the electronic transmission.

14. Fee

- 14.1 The examiner may set their own test fee.

15. Relationship between parties

- 15.1 The relationship between Waka Kotahi and the examiner derives from an approval in accordance with statutory powers and shall not be deemed to be that of employer/employee, joint venture, partnership or otherwise.

16. Exclusion of liability

- 16.1 Waka Kotahi shall not be liable under or in connection with the examiner's performance, whether in tort, contract or on some other basis, for any direct, indirect or consequential damage or loss suffered or incurred by the examiner or any candidate or any third party, including any liability in connection with a test not performed competently or basic handling skills test certificate issued contrary to this document or fails to comply with a notice of non-compliance issued under clause 8 of this document.

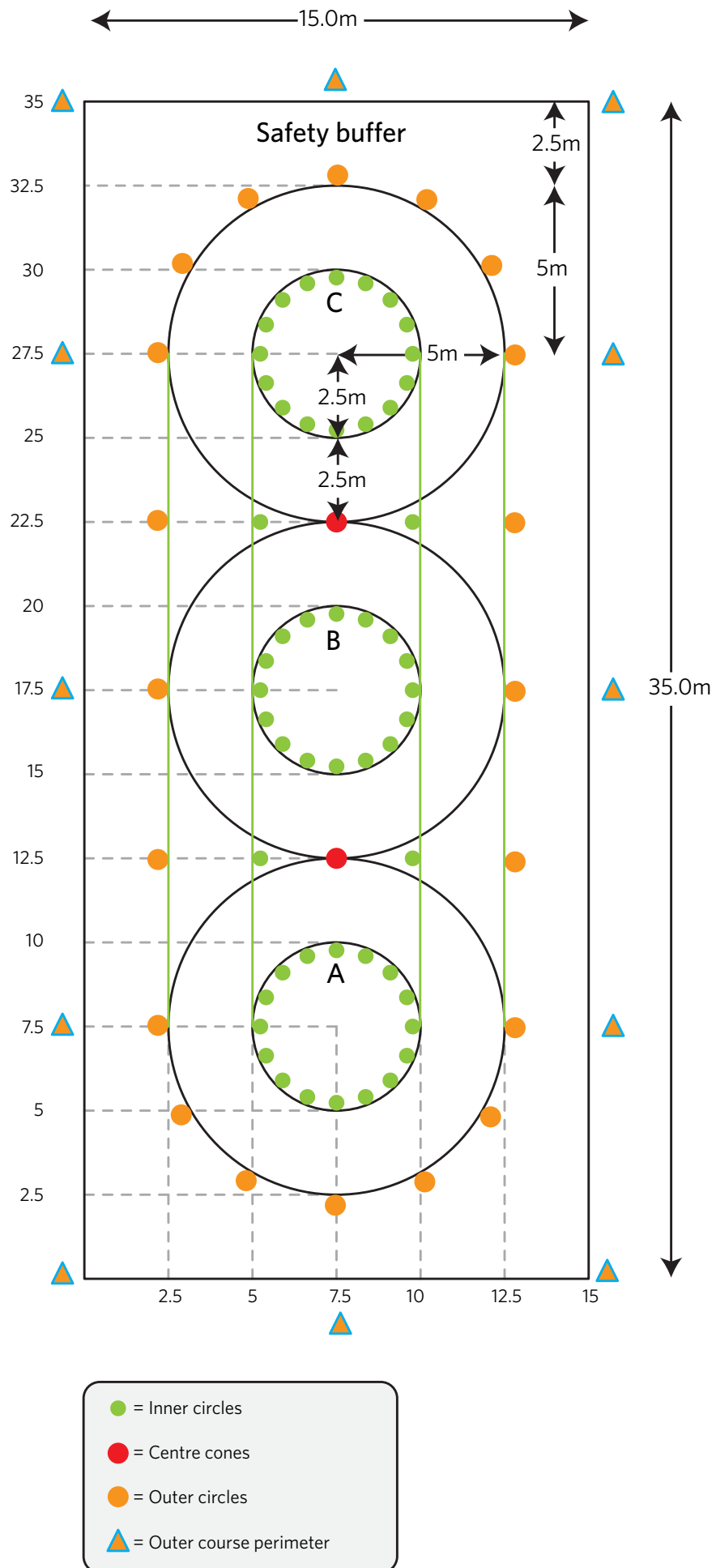
17. Indemnity

- 17.1 The examiner shall indemnify Waka Kotahi against all losses, liabilities, claims, costs, and expenses that may result directly or indirectly from the provision of or the failure to competently conduct the tests or from any other act or omission of the examiner or any other person directly or indirectly involved with the examiner's business.

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Layout of the test area



Chapter 1: introduction

18. The learner licence

18.1 Introduction to the basic handling skills test

Anyone wanting to drive on New Zealand roads must have a learner licence of the appropriate class. The general rule is that all learner drivers must be accompanied by an in-vehicle tutor or supervisor while operating the vehicle. The exception to this is motorcyclists, who cannot be accompanied by another person.

To ensure that learner riders have basic riding skills before riding on the road, motorcycle learner licence applicants must pass a basic handling skills test before applying for the class 6 learner licence. These tests are administered by either:

- (a) a testing officer certified by Waka Kotahi to conduct the test and either employed by or under contract to:
 - (i) Waka Kotahi, or
 - (ii) an agent of Waka Kotahi, or
 - (iii) the New Zealand Defence Force**or**
- (b) a motorcycle instructor approved by Waka Kotahi to conduct basic handling skills tests under clause 52 (3) of the Land Transport (Driver Licensing) Rule 1999.

This section provides criteria on how basic handling skills testing must be conducted.

Chapter 2: the test area

19. Location of the test area

19.1 The applicant for a class 6 (motorcycle) driver licence is not permitted to ride a motorcycle on a road until they hold a learner licence. As the basic motorcycle handling skills test is a prerequisite to obtaining a learner licence, the test area

must be completely separate from any road.

19.2 The area used must be an area where the public will not have access or, alternatively, have access restricted by signage or physical barriers.

20. Attributes of the test area

20.1 The test must always be conducted on a hard sealed surface such as bitumen or concrete. The surface must be free of loose stones, gravel, oily or greasy areas, or large areas of paint which can be slippery in wet or damp conditions.

20.2 The area must be largely flat, although a slight, uniform slope is acceptable. If the area is sloped the test area should be designed so that the applicant is generally riding up and down the slope and not across it.

21. Marking out the test area

(refer to layout diagram on page 11)

21.1 The markings for the test consist of three large circles, each with a 5 metre radius with a smaller circle inside each of these with a 2.5 metre radius.

21.2 A 2.5 metre safety buffer area around the whole test allows a rider to recover control if they experience difficulty.

21.3 The minimum space required to set out the course is 15 metres wide by 35 metres long.

21.4 **The test area must be marked out as follows:**

- (a) **Inner circles:** half tennis balls or similar sized markers that are no more than 80mm high with a base no more than 80mm wide. Placement of the markers must be no further apart than 1.5 metres as per the layout diagram.

- (b) Centre cones** x2 (where outer circles A & B / B & C meet): cones or markers that are 50-300mm tall with a base no more than 200mm wide. Small 'kicking tee' cones are preferred. These cones or markers should contrast in colour compared to the smaller markers.
- (c) Outer circles:** cones or markers that are 50-450mm tall with a base no more than 300mm wide. These cones or markers should contrast in colour compared to the smaller markers. Placement of the markers must be no further apart than 1.5 metres.
- (d) Outer course perimeter:** cones or markers at least 300mm high placed at 7 metre intervals.

- 21.5 In situations where the test area is permanently marked, cones, markers or half tennis balls must still be used as shown in the diagram on page 11. This is to enable the examiner to be able to clearly see whether the motorcycle is following the correct path.
- 21.6 All half sized tennis balls, cones and any other markers used must be undamaged and clearly visible over the length of the course.

Chapter 3: conducting the test

22. Health and safety issues

- 22.1 The examiner must ensure that any occupational safety and health requirements are met, such as signs restricting general or public access to the area during testing, and having first-aid equipment available. Sometimes these will be requirements stipulated by the owner of the area being used.
- 22.2 The examiner must wear high visibility clothing at all times when conducting the test.

22.3 Rider protective equipment

The examiner must ensure that all candidates are wearing:

- a long-sleeved, front-fastening jacket
- long pants
- suitable gloves
- sturdy, covered footwear, and
- a motorcycle safety helmet of an approved standard that is securely fastened on the candidate's head.

- 22.4 Information on motorcycle helmets and other recommended safety gear can be found at the Waka Kotahi website www.nzta.govt.nz

- 22.5 The following link will take you to the WORKSAFE document 'Managing work site traffic' which provides practical advice on ways to identify and control the Health and Safety risks associated with work site safety.

www.worksafe.govt.nz/topic-and-industry/vehicles-and-mobile-plant/site-traffic-management/managing-work-site-traffic-gpg/

23. Vehicle to be used

- 23.1 Under the Learner Approved Motorcycle Scheme (LAMS) the basic handling skills test may only be undertaken on a motorcycle that is LAMS approved. LAMS-approved motorcycles are determined by:

- a maximum power-to-weight ratio of 150 kilowatts per tonne (the power is that specified by the manufacturer and the weight is that specified by the manufacturer plus 90kg for the rider and riding gear), and
- an upper engine capacity limit of 660cc.

Note that motorcycles and scooters with an engine capacity of 250cc or under will automatically be LAMS-approved, with the exception of a small group of

250cc motorcycles that will not be LAMS-approved for learner and restricted riders after 01 October 2012 due to their high performance capabilities.

The full lists of LAMS-approved and LAMS-prohibited motorcycles can be found on www.nzta.govt.nz/lams. The lists will be updated as new models are approved by Waka Kotahi. These motorcycles must be in standard form as produced by the manufacturer. They cannot be modified in any way to increase the power-to-weight ratio.

23.2 The test must not be conducted on:

- any three wheeled vehicle, eg Tricity
- a motorcycle that is not LAMS compliant
- a moped
- an all-terrain vehicle
- motorcycles such as pitbikes, minibikes, paddock bikes, junior sized motorcycles.

23.3 Motorcycles with automatic transmission may only be used for the test in situations where a candidate provides their own motorcycle.

23.4 In situations where examiners are supplying motorcycles to be used for the test, they must not have automatic transmission. Automatic transmission includes any motorcycle which does not have a manually operated clutch, regardless of whether or not the gears can be manually selected and changed.

24. Definition of moped

24.1 Moped means a motor vehicle (other than a power-assisted pedal cycle) that has:

- 2 or 3 wheels, and
- a maximum speed not exceeding 50 kilometres per hour, and either:
- an engine cylinder capacity not exceeding 50 cc, or
- a power source other than a piston engine.

25. Definition of motorcycle

25.1 A motorcycle means

- a motor vehicle running on 2 wheels, or not more than 3 wheels when fitted with a sidecar, and
- includes any vehicle with motorcycle controls approved as a motorcycle by Waka Kotahi
- but does not include a moped.

26. Motorcycle requirements

26.1 As the test is not conducted on a 'road' there is no legal requirement for the motorcycle being used to be registered or to have a warrant of fitness (WoF). However the motorcycle must comply with warrant of fitness requirements at all times.

26.2 If examiners use motorcycles that do not have WoFs, they must ensure they are checked at least once a year by a qualified motorcycle mechanic and retain a copy of the completed check sheet for audit purposes.

27. Pre-ride safety checks on motorcycles

27.1 The following 'pre-ride' checks must be undertaken by the examiner before the vehicle is used for any test:

- (a) Handlebars and levers (secure and straight and adjusted for fit).
- (b) Suspension (secure and not leaking).
- (c) Tyres (inflated, legal tread depth, good condition with no sidewall cracks).
- (d) Brakes (adjusted, able to be applied in a controlled and progressive manner, and not leaking).
- (e) Indicators (secure and working).
- (f) Foot pegs (secure).
- (g) Chain (lubricated, tension ok).
- (h) Brake light (must be intact, emit a red light and be secure and operational).

- (i) Headlamp or daylight running lamps (must be intact, emit a white light and be secure and operational).
- (k) At least one rear-view mirror (right side) that is secure and provides a clear view to the rear.

27.2 Any fault(s) identified must be fixed prior to the test commencing. If a fault is unable to be fixed the test must not start and must be resulted as a fail with the reason for the fail noted on the test score sheet.

28. Use of headlamp or daylight running lamps

- 28.1 As the motorcycle handling skills test and associated training are conducted in an off-road environment, there is no legal requirement for the headlamp to be on.
- 28.2 However, in the interest of safety and consistency with legal requirements, any motorcycle used for conducting a basic handling skills test must have their headlamp (or daylight running lamps) switched on and operational at all times during the test.
- 28.3 This includes motorcycles provided by the examiner and any motorcycle provided by the test candidate.

29. Confirmation of candidate's identity

- 29.1 Prior to undertaking the test, the examiner must confirm the identity of the candidate by appropriate means of identification. This should be achieved where possible by photographic means with documents such as a driver licence (where the candidate holds other classes of licence), passport, etc. Where this is not possible, identity may be verified by comparing the candidate's signature against another signed document.
- 29.2 A record of the identity evidence produced and unique reference code must be recorded on the test score sheet eg, NZ

driver licence number, AL123456.

30. Main principles of conducting the test

- 30.1 The test must be conducted in the order of the stages on the test score sheet. This allows for a progression from less demanding to more demanding tasks.
- 30.2 The test must be conducted from start to finish as a single continuous event.
- 30.3 The examiner must not provide any training or give any guidance during the test.
- 30.4 The safety of both the examiner and the candidate is paramount at all times during the test. This can be achieved by following the instructions for each of the test items.
- 30.5 Only one rider must be on the course at a time.

31. Basic handling skills test score sheet

- 31.1 All tests must be conducted using the Waka Kotahi basic handling skills test score sheet DL 39 (as shown on Appendix B).
- 31.2 All details at the top of the score sheet must be completed before starting the test. The test outcome is completed at the end of the test.

32. Scoring approach

- 32.1 The examiner assesses the candidate's performance on up to eight task assessment items for each of five assessable tasks. A description of the five assessable tasks and the standard required for each task assessment item are described at pages 23 to 27.
- 32.2 As the test progresses, faults, critical errors and immediate failure errors, observed by the examiner are recorded on the test score sheet at the completion of each stage. That is, the examiner records:

- (a) a 'X' under the relevant assessment item when an assessable task has not been performed to the required standard, and
- (b) any critical or immediate failure errors committed by the candidate.

The different assessable tasks are colour-coded on the stage diagrams set out on pages 19 to 22.

32.3 Faults

Possible faults (riding errors) are described under each of the task assessment items on pages 24 to 27.

Some assessable tasks occur more than once in each stage. Generally each task assessment item is assessed only once for each assessable task. The exception is Control, where a maximum of two faults can be scored against the assessable tasks.

A blacked out box on the score sheet indicates where the task assessment item does not apply to the assessable task.

32.4 Critical errors (CE)

Critical errors are serious riding errors and are also to be recorded. They are described in more detail on at page 28.

When recording a critical error, the stage number where the critical error occurred must be recorded in the box on the score sheet.

32.5 Immediate failure errors (IFE)

Immediate failure errors are riding errors that have the potential to cause harm to the candidate, the examiner or others. They are described in more detail on at page 28.

When recording an immediate failure error, the stage number where the immediate failure occurred must be recorded in the box alongside the relevant IFE on the score sheet.

33. Retention of score records and data

The completed test score sheets in relation to all tests conducted must be retained by the examiner for a period of at least 24 months from the date that the test was conducted.

Examiners will be required to return test data to Waka Kotahi once electronic reporting systems are established.

34. Test stages

34.1 Course orientation

The basic handling skills test area is laid out as shown in the diagram on page 11.

For the purposes of describing the test and its related tasks the circles are labelled A, B and C.

34.2 General description of the test

The basic handling skills test has four stages.

Stage 1: basic turn and stop

Stage 2: figure of eight and park

Stage 3: linking figures of eight

Stage 4: faster ride and emergency stop

Each stage is designed to demonstrate different basic riding skills and has varying combinations of five assessable tasks:

- Move off
- Straight ride
- Corner
- Stop, and
- Park.

Each task assessment item has one or more of eight assessment items assigned to it. These task assessment items are:

Looking	Signal
Head check	Control
Lateral position	Speed
Parking movement observation	Parking

Task assessment items define the criteria by which the candidate's performance in carrying out each assessable task is assessed. The task assessment items that apply for each assessable task are indicated on the score sheet.

While each stage is scored separately, the candidate must demonstrate safe and effective control of the motorcycle at all times throughout the test. That is, while negotiating a test stage or otherwise.

34.3 Preliminary instructions

At the beginning of the test, instruct the candidate as follows:

The course consists of 3 circles which I will refer to as A, B and C during the test.

A is the bottom circle next to where we are now

B is the middle circle

C is the top circle

'At the beginning of each stage I will describe the test manoeuvres and where you are to signal.

'You may attempt each stage only once. The exception to this is Stage 4, where you will be directed to go around a second time if you are not going fast enough.

'The end point of each stage sets the start point for the next stage.'

The instructions for describing the direction of travel and required manoeuvres to be given to the candidate at the start of each stage are set out below.

34.4 Position of examiner

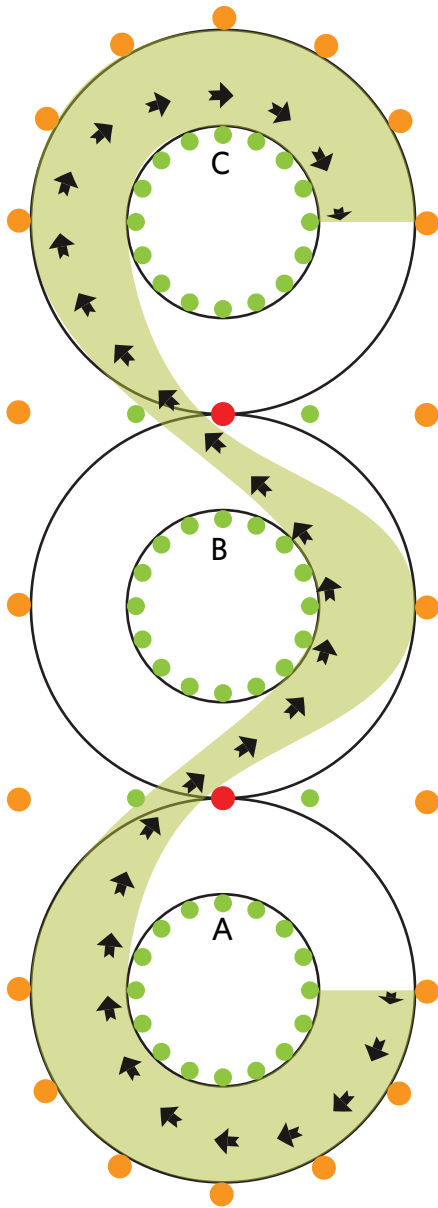
The examiner stands next to the rider to give them their instructions for each test stage. The examiner then moves as indicated in grey on the diagram for each stage, all the while observing the candidate's riding.

● Position of the examiner

The examiner should avoid standing on the outside of any corner in a potential run-out area.

Direction of travel

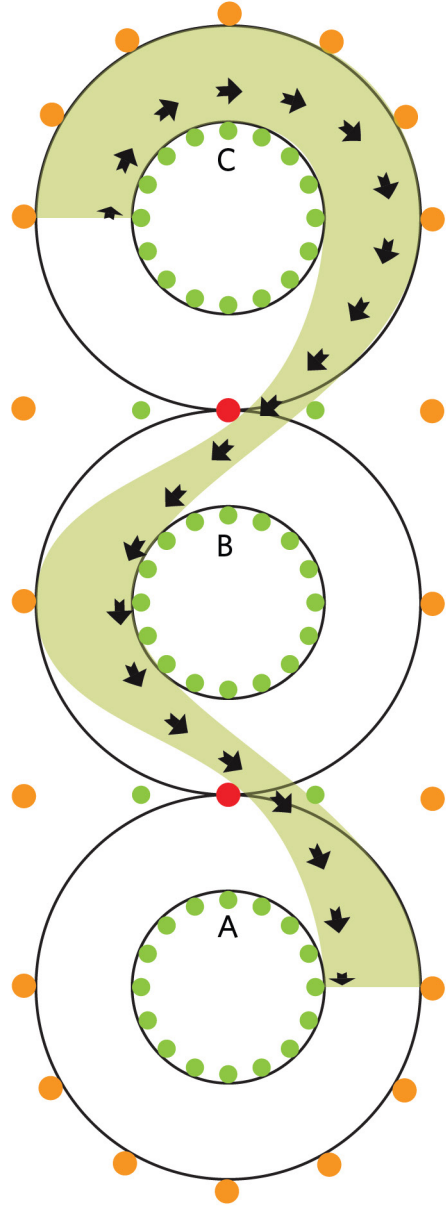
Keep to the left of the centre cones



- = Inner circles
- = Centre cones
- = Outer circles

Direction of travel

Keep to the left of the centre cones



- = Inner circles
- = Centre cones
- = Outer circles

35. Stage 1: basic turn and stop

35.1 Purpose:

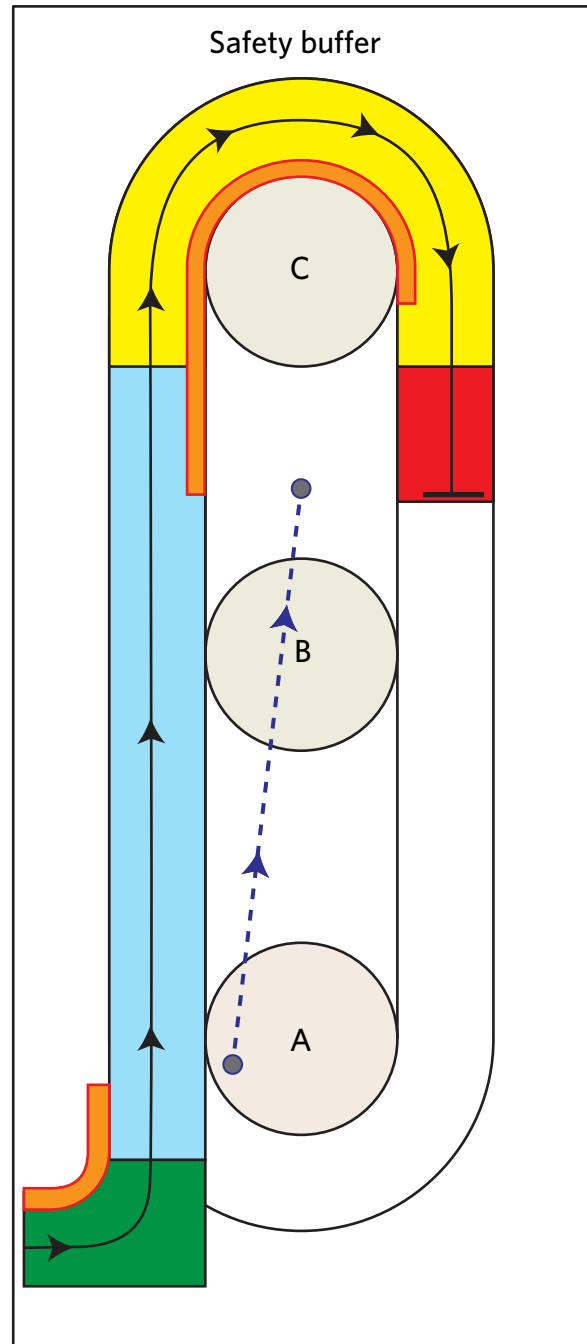
- To demonstrate basic balance and control while moving off and accelerating, riding straight and negotiating a turn.
- To demonstrate basic braking control.
- To demonstrate basic signalling.

35.2 Starting point: the motorcycle is parked at a right angle position on the left edge of the course level with and facing in towards the bottom of circle A. The engine is switched off and the candidate is standing by the motorcycle.

35.3 Instruction: you are to mount the motorcycle, start the engine and then move as follows:

1. Turn left from a standing start.
2. Continue ahead accelerating to approximately 20km/h before slowing and turning around circle C.
3. Stop at a position level with the bottom of circle C.
4. Turn the engine off and stay on the motorcycle.
5. You are required to signal when moving off and when going around circle C.

Note: speed and gear choice will depend on the motorcycle used for the test.



Key

- Move off
- Straight ride
- Signal
- Corner
- Stop
- Position of the examiner
- Direction of travel

36 Stage 2: Figure of eight and park

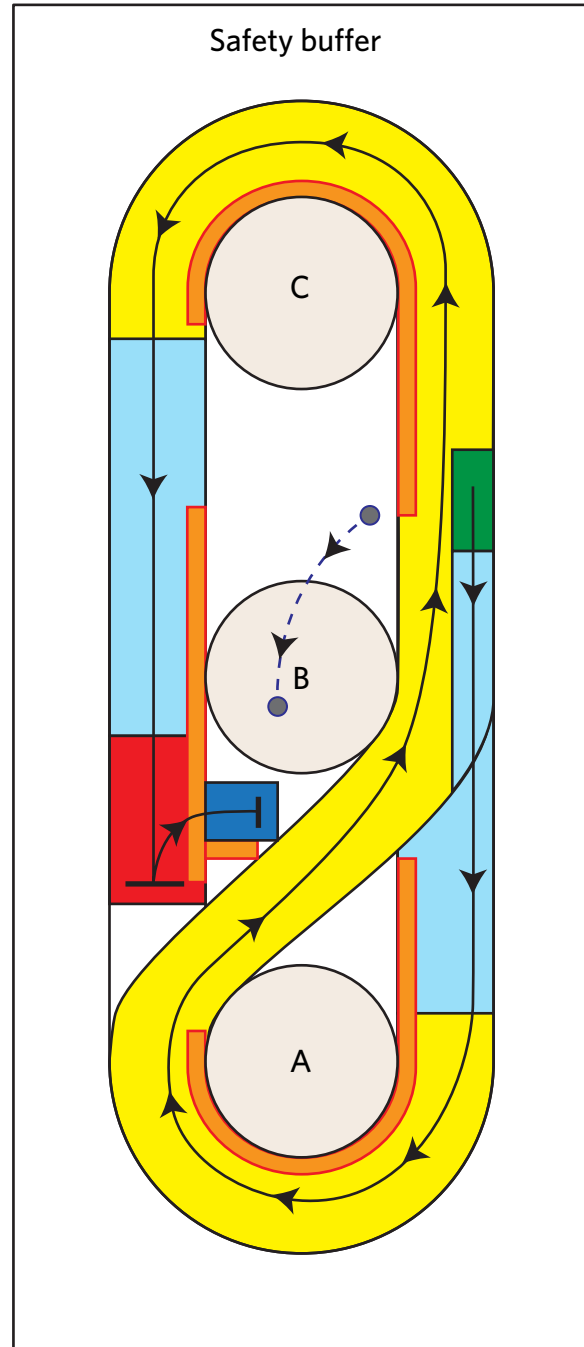
36.1 Purpose:

- To demonstrate balance, lateral position, steering and speed control of the motorcycle, particularly while cornering.
- To demonstrate more complex signalling.
- To demonstrate the ability to execute a safe parking manoeuvre.

36.2 Starting point: The candidate is sitting astride the motorcycle with the engine switched off, facing straight down the right side of the course at a position level with the bottom of circle C.

36.3 Instruction: Start the engine and then move as follows:

1. Continue ahead and turn around circle A.
2. Turn to the left as you come out of that corner towards the starting position, keeping to the left of the centre cone.
3. Continue ahead and make a left turn around circle C.
4. Continue ahead and stop with the motorcycle backed into a right angle park position, between circles A & B.
5. The motorcycle should be positioned in the middle of the course facing the left side of the course, with the centre cone on your left.
6. Turn the motorcycle off, place it on the side stand and dismount. Stay beside the motorcycle.
7. You are required to signal when going around each circle (A and C) and when parking.



Key

- Move off
- Straight ride
- Signal
- Corner
- Stop
- Park
- Position of the examiner
- Direction of travel

37. Stage 3: linking figures of eight

37.1 Purpose:

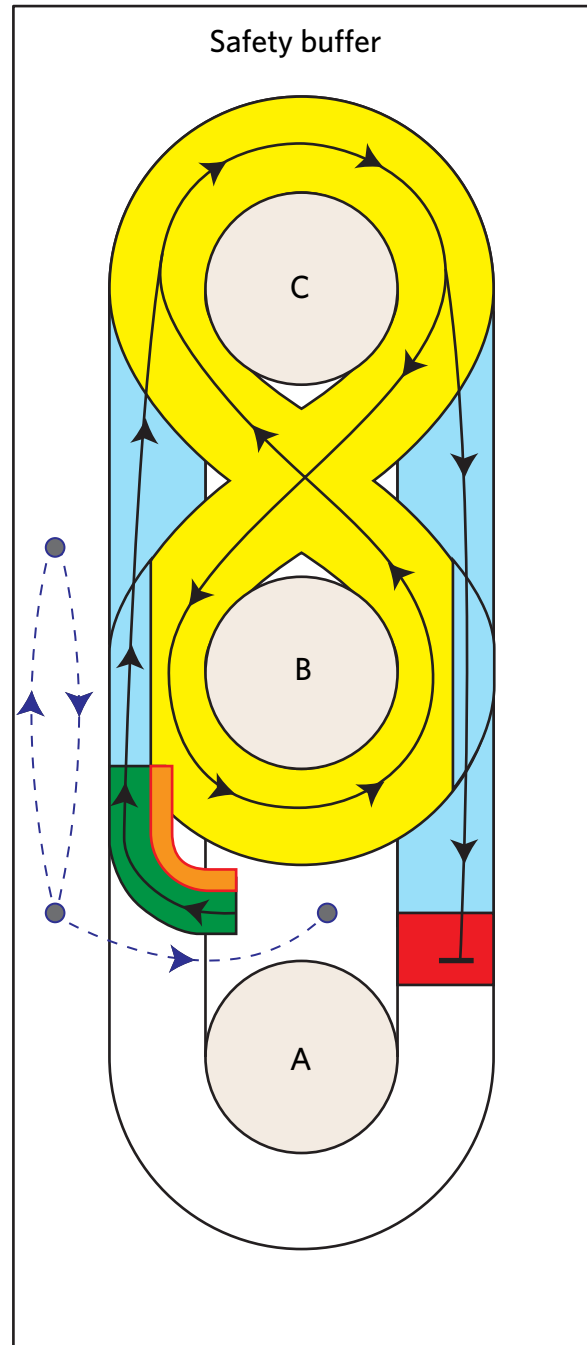
- To demonstrate the ability to ride through a series of linking corners (left and right) smoothly, with appropriate speed control.

37.2 Starting point: the motorcycle is parked at a right angle position on the edge of the course level with the top of circle A and facing out towards the left side of the course. The engine is switched off and the rider is standing by the motorcycle.

37.3 Instruction: you are to mount the motorcycle, start the engine and then move as follows:

- Turn right from a standing start.
- Continue ahead and turn around circle C.
- Complete two figures of eight around circles C and B, keeping to the left of the centre cone.
- After completing a third loop around the top of circle C, continue ahead and stop at the top of circle A.
- Turn off the engine and stay on the motorcycle.
- You are only required to signal when moving off.

(Repeat instruction if necessary.)



Key

- Move off
- Straight ride
- Signal
- Corner
- Stop
- Position of the examiner
- Direction of travel

38. Stage 4: increased speed and emergency stop

38.1 Purpose:

- To demonstrate the ability to ride through a corner at higher speeds.
- To demonstrate the ability to brake quickly and safely.

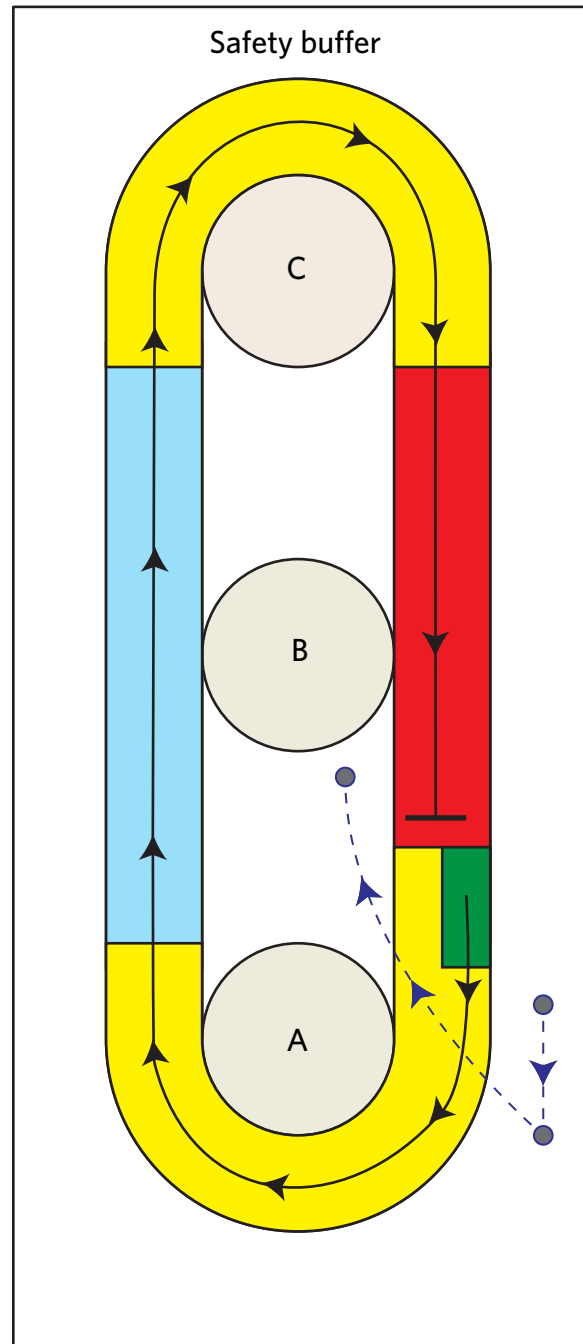
38.2 Starting point: the rider is sitting astride the motorcycle with the engine switched off, and facing down the right side of the course at a position level with the top of circle A.

38.3 Instruction: start the engine and then move as follows:

1. Turn around circle A.
2. Continue ahead, increasing your speed to 20km/h and turn around circle C.
3. Continue ahead increasing your speed to 20km/h and come to an emergency stop when I raise my arm.
4. You do not need to signal during this stage.

If you are not riding fast enough when coming out of circle C, instead of signalling the stop, I will direct you to proceed back around the course and signal you to stop on the second run.

Riding faults noted on both the first and (if necessary) second runs will be recorded.








Key

- Move off
- Straight ride
- Corner
- Stop
- Position of the examiner
- Direction of travel

39. Assessable tasks

39.1 The test is made up of five assessable tasks, each of which may occur more than once in each stage. The different assessable tasks are colour-coded on the stage diagrams set out on pages 19 to 22.

	<p>Move off</p> <p>The commencement of the stage where the rider gets the motorcycle underway from a standing or parked position.</p> <p>'Move off' is assessed once in each stage.</p> <p>The examiner looks for smooth acceleration as the rider transitions into the straight ride or corner.</p>
	<p>Straight ride</p> <p>A section of the stage where the rider is required to travel in a straight line on the outsides of the course (rather than diagonally between the circles).</p> <p>The examiner looks for a brisk and smooth acceleration to a reasonable speed that is sufficient to travel around the corner smoothly.</p> <p>Note: There is no specified gear selection as this depends on the motorcycle.</p>
	<p>Corner</p> <p>A section of the stage where the rider is required to travel around a curve or circle. Corners include the transition between straight rides and the corner and diagonal rides between the circles.</p>
	<p>Stop</p> <p>The end of the stage where the rider brings the motorcycle to a complete stop and turns off the engine. The stop may be a normal stop or an emergency stop.</p> <p>The task may require the vehicle to be parked and/or the candidate to dismount the motorcycle.</p>
	<p>Park</p> <p>The area where the rider is required to park the motorcycle.</p>

40. Task assessment items

Up to eight task assessment items are assessed in relation to each assessable task. A blacked-out box on the test score sheet indicates where the task assessment item does not apply to the assessable task.

40a Looking

Standard required:

The candidate:

- keeps their head and eyes up when riding straight, braking and operating motorcycle controls (eg signalling)
- when riding a corner, looks through the curve, in the intended direction of travel.

Maximum number of faults per assessable task: 1.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	<ul style="list-style-type: none"> ▪ fails to keep their head and eyes up
Straight ride	<ul style="list-style-type: none"> ▪ fails to keep their head and eyes up
Corner	<ul style="list-style-type: none"> ▪ fails to look through the curve, in the intended direction of travel
Stop	<ul style="list-style-type: none"> ▪ fails to keep their head and eyes up

40b Signal

Standard required:

The candidate:

- activates the correct signal when instructed to do so
- cancels the signal.

The candidate should be signalling where indicated in orange on the stage diagrams.

Note that the location of the orange strip does not designate the particular (left or right) signal.

Maximum number of faults per assessable task: 1.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	<ul style="list-style-type: none"> ▪ when pulling out from a parked or stationary position, fails to signal before moving off ▪ after signalling, fails to cancel the signal
Corner	<ul style="list-style-type: none"> ▪ prior to negotiating a corner fails to give appropriate signal(s) when required ▪ when diverging left or right, fails to signal before diverging ▪ after signalling, fails to cancel the signal
Stop	<ul style="list-style-type: none"> ▪ when stopping to park the motorcycle, fails to signal before diverging or stopping (if required)

40c Lateral position

Standard required:

The candidate:

- keeps to the centre of the path when moving off, on straight rides and stopping
- moves to the left/right (as appropriate for the corner) when entering a corner
- remains in close to the curve on exiting the corner.

Maximum number of faults per assessable task: 1.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	<ul style="list-style-type: none"> ▪ fails to move to the centre of the path
Straight ride	<ul style="list-style-type: none"> ▪ fails to keep to the centre of the path
Corner	<ul style="list-style-type: none"> ▪ fails to keep to the left / right (as appropriate for the corner) when entering a corner ▪ runs wide on exiting the corner ▪ fails to turn in a smooth arc
Stop	<ul style="list-style-type: none"> ▪ fails to stop in the centre of the path

40d Control

Standard required: The candidate demonstrates safe and effective control of the motorcycle at all times throughout the test.

Maximum number of faults per assessable task: 2.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	<ul style="list-style-type: none"> ▪ drags a foot when moving off (once the motorcycle is upright, feet must be up) ▪ stalls the motorcycle ▪ causes the rear wheel to skid or slide unnecessarily ▪ causes the motorcycle to become unstable
Straight ride and corner	<ul style="list-style-type: none"> ▪ over-revs the engine ▪ selects an inappropriate gear / coasts ▪ wobbles or weaves ▪ rides with jerky movements or takes an erratic course ▪ contacts a marker ▪ stalls the motorcycle ▪ removes a foot from a footrest ▪ puts a foot to the ground ▪ causes the rear wheel to skid or slide unnecessarily
Stop	<ul style="list-style-type: none"> ▪ fails to use both brakes when stopping ▪ puts a foot to the ground before the motorcycle has stopped ▪ causes the motorcycle to coast unnecessarily or stall ▪ commences braking too soon ▪ stops beyond the stopping point / takes an excessive distance to stop ▪ fails to execute a smooth, progressive stop

40e Head check

Standard required:

The candidate performs a head check (as the last check) after signalling and before moving off or diverging (left or right).

Maximum number of faults per assessable task: 1.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	<ul style="list-style-type: none"> does not do a head check (as the last check) before moving off
Straight ride	Not applicable
Corner	<ul style="list-style-type: none"> when diverging left or right, does not do a head check before diverging does not do a head check at the start of the signalling area indicated in orange on the stage diagram
Stop	Not applicable

40f Speed

Standard required:

The candidate travels at a speed suitable for the size of the course and the tasks being performed.

Maximum number of faults per assessable task: 1.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	<ul style="list-style-type: none"> does not accelerate briskly and smoothly
Straight ride	<ul style="list-style-type: none"> is travelling too slowly to enable the task to be assessed
Corner	<ul style="list-style-type: none"> fails to progress smoothly throughout and adjust speed appropriately for the manoeuvre is travelling too slowly to enable the task to be assessed
Stop	Not applicable

40g Parking observation

Standard required:

The candidate maintains observation while manoeuvring the motorcycling into a parked position.

Maximum number of faults per assessable task: 1.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	Not applicable
Straight ride	Not applicable
Corner	Not applicable
Stop	<ul style="list-style-type: none"> fails to check the relevant mirror/s OR conduct a shoulder check immediately before reversing when reversing the motorcycle, fails to maintain observation to the rear - either by looking in the mirrors, doing head checks or both

40h Parking movement

Standard required:

The candidate is required to:

- stop parallel (in line with traffic flow) and back into the gap in accordance with the examiner's instructions
- maintains control of the motorcycle throughout the manoeuvre.

Fault recorded:

Assessable task	A fault is recorded if the candidate:
Move off	Not applicable
Straight ride	Not applicable
Corner	Not applicable
Stop	<ul style="list-style-type: none"> fails to complete the reverse park in no more than: <ul style="list-style-type: none"> two movements, and within 30 seconds

41. Critical errors

- 41.1 A critical error is a serious riding error. The candidate commits a critical error if they do any of the following:
- leaves the designated lane (ie into the safety buffer area)
 - has a significant loss of control,
 - fails to keep both wheels in contact with the ground at all times
 - fails to keep left of the centre cone (stages 2 and 3).
- 41.2 Critical errors must be recorded as they occur, against the CE error on the score sheet.
- 41.3 Candidates may make a maximum of two critical errors during the entire test. Should a candidate accumulate a total of three critical errors the test is failed.

42. Immediate failure errors

- 42.1 An immediate failure error is a riding error that has the potential to cause harm to the candidate, the examiner or others. The candidate commits an immediate failure error if they do any of the following:
- (i) rides outside the course (ie beyond the safety buffer area)
 - (ii) falls off the motorcycle (including in the process of getting on and off)
 - (iii) fails to carry out the instructions **due** to a lack of riding ability
 - (iv) repeatedly fails to execute the examiner's instructions
 - (v) requires the examiner's intervention.
- 42.2 Should an immediate failure error occur at any time during the test, the test must immediately cease. The IFE must be recorded against the IFE error on the score sheet and shown as a failed test result.
- 42.3 Where an IFE 'Intervention' is resulted, write a brief description of the action or the reason for the intervention in the notes section at the lower left side of the scoresheet.

- 42.4 Candidates fail the test if they commit an immediate failure error at any time during the test.

Chapter 4: concluding the test

43. Termination and completion of the test

- 43a A test must be terminated before completion if the candidate commits:
- (i) a third critical error, or
 - (ii) an immediate failure error.
- 43b At the end of the test the examiner totals up the number of faults recorded on the test score sheet and the number of critical errors recorded at the bottom right of the form.
- 43c The candidate passes the test if their score sheet indicates they have:
- (i) no more than 15 faults
 - (ii) no more than 2 critical errors
 - (iii) no immediate failure errors.
- 43d Conversely, the candidate will fail the test if their assessment indicates they have:
- (i) 16 or more faults
 - (ii) 3 or more critical errors
 - (iii) any immediate failure errors.
- 43e The result is shown by drawing a line through the Pass/Fail result that does not apply.
- 43f The examiner completes the details at the bottom of the test score sheet.

44. Successful candidates

- 44.1 For the successful candidate:
- (a) Advise the candidate they have passed the test and issue them with an approved Waka Kotahi basic handling skills certificate, ensuring the candidate's name in full (as it will appear on the driver licence) is recorded on the certificate.

- (b) Record the number of the certificate issued on the score sheet in the space provided.
- (c) Advise the candidate they will need to produce the certificate to a driver licensing agency when making application for a Class 6 (motorcycle) learner licence.

45. Unsuccessful candidates

45.1 For the unsuccessful candidate:

- (a) Advise the candidate where and how they failed to meet the required standard before giving them the result of the test.
- (b) Adopt a tactful, professional, impersonal but friendly manner as candidates are often vulnerable to criticism if they have failed the test.
- (c) Commend the candidate on their attempt to pass the test and point out that not everyone is successful on their first attempt.
- (d) Advise the candidate they will need to resit the full test (4 stages).

Chapter 5: register of tests conducted

46. Maintenance of basic handling skills test register

46.1 Register

The examiner must operate and maintain a register that records, for at least the past 24 months, the following information for each candidate, irrespective of whether they passed the test or not:

- (i) Candidate's name in full.
- (ii) Candidate's address and contact phone number.
- (iii) The result of the test.
- (iv) The date of the test.
- (v) The number of the certificate issued to the candidate.
- (vi) Date the course certificate was issued.

46.2 Recording of certificate numbers

- (a) Only Waka Kotahi basic handling skills test certificates may be issued to successful candidates. These certificates are individually numbered and must be accounted for. This means any spoiled certificates not subsequently handed to a candidate must be retained for audit purposes and recorded in the register.

46.3 Replacement certificates

Replacement certificates may be issued. The date of course completion must be the date the certificate was originally issued and a note must be made against the entry in the register, ie 'replacement for certificate 123456'.

46.4 Electronic reporting

Waka Kotahi is investigating options for electronic reporting of test data. Changed reporting requirements will be notified to examiners pending the outcome of that project.

Appendix B: Basic handling skills test score sheet



Candidate details
 Full name of candidate _____
 Date of birth / / _____
 Candidate's signature _____
 Driver licence number or details of form of identity presented _____

Test details
 Date of test / / _____

Pre-ride safety checks

Handlebars and levers	Indicators
Suspension	Brake light
Tyres	Headlamp or daytime running lamps
Brakes	Rider protective equipment (appropriate clothing, gloves, footwear, helmet)
Chain	Rear view mirror (right side)
Foot pegs	

Notes:

Test start time : : (DO NOT include training time)

	Looking	Signal	Head check	Position	Lateral control	Control	Speed	Parking obs	Parking mnt
Stage 1 - Accelerate, turn and stop									
Move off									
Straight ride (LHS)									
Corner (Circle C)									
Stop									
Stage 2 - Figure of eight and park									
Move off									
Straight ride (RHS)									
Corner (Circle A)									
Corner (Circle B)									
Corner (Circle C)									
Straight ride (LHS)									
Stop and park									
Stage 3 - Linking figures of eight									
Move off									
Straight ride (LHS)									
Corner (Circle C)									
Corner (Circle B)									
Corner (Circle C)									
Corner (Circle C)									
Corner (Circle B)									
Corner (Circle C)									
Straight ride (RHS)									
Stop									
Stage 4 - Faster ride and emergency stop									
Move off									
Corner (Circle A)									
Straight ride (LHS)									
Corner (Circle C)									
Straight ride (LHS)									
Emergency stop									
Total faults									
Finish time : : Total test time mins									

CRITICAL ERRORS

Leaves lane

Loss of control

Wheel loses contact

Fails to keep left of centre cone (Stage 2 and stage 3)

Total

3 critical errors results in the test being terminated

IMMEDIATE FAILURE ERRORS

Leaves course

Falls off

Fails to follow instruction

Intervention

Total

An IFE results in the test being terminated

Outcome summary

TOTAL faults	16 or more faults = Fail
TOTAL critical errors	3 or more critical errors = Fail
TOTAL immediate failure errors	1 or more immediate failure errors = Fail

Examiner declaration

I certify that I've tested the candidate to the standard required by the *Statement of approval conditions governing the delivery of basic handling skills tests by approved motorcycle instructors* and he/she has:

Passed / Failed the test (delete one).

Name of examiner/TO _____

Signature of examiner/TO _____

Course provider number _____

Course certificate number issued _____

10/21

WAKA KOTAHI OFFICES

AUCKLAND

Level 5, AON Centre
29 Customs Street West
Private Bag 106602
Auckland 1143
Telephone: 64 9 969 9800
Email: dttnorth@nzta.govt.nz

HAMILTON

Level 1, Deloitte Building
24 Anzac Parade
PO Box 973
Waikato Mail Centre
Hamilton 3240
Telephone: 64 7 958 7220
Email: dttmidlands@nzta.govt.nz

PALMERSTON NORTH

56 The Square
Private Bag 11777
Palmerston North 4410
Telephone: 64 6 953 6200
Email: dttccentral@nzta.govt.nz

WELLINGTON

44 Bowen Street
Private Bag 6995
Wellington 6141
Telephone: 64 4 894 5400
Email: dttccentral@nzta.govt.nz

SOUTH ISLAND

Level 1, BNZ Centre
120 Hereford Street
PO Box 1479
Christchurch 8140
Telephone: 64 3 964 2800
Email: dttsouth@nzta.govt.nz



If you have further queries, call our contact centre on 0800 699 000 and ask to speak to a driver testing and training licensing officer. You can also write to us at:

Waka Kotahi NZ Transport Agency
Private Bag 6995
Wellington 6141

www.nzta.govt.nz



Te Kāwanatanga o Aotearoa
New Zealand Government