

Humberside Police Driver Alertness Course

1. Why have I been sent the offer of a Driver Alertness Course?

You have been reported for an incident of driving without due care and attention or reasonable consideration for other road users arising from a road traffic collision or your driving has fallen below what is expected of a competent driver. The officer involved has made a decision that you would benefit from attending this course. The course is designed by professionals to improve attitude and behaviour on the road and to promote road safety. It is the intention to reduce the number of road crashes and injuries to drivers and pedestrians.

Though there is a facility to book on-line we **recommend** that you telephone our office (01482 399065) in order to carry out your booking so that we can discuss the course details with you.

2. What do I do on the day?

The course is a full day and will include both theory and practical elements. You will need to arrive at 08:15 for registration, with the course commencing promptly at 08:30. The course will finish at 17:00.

At the time of the booking the assistant will ask you whether you drive a manual or automatic vehicle in order that the right type of vehicle is provided for you.

If your vehicle has been adapted for you in anyway, it may be possible to use your own vehicle for the practical element rather than the instructors vehicle. Please discuss with the assistant when you arrange your booking.

3. What does the course involve?

This course is a combination of theory and practical sessions. The first session is a theory session. This is followed by practical on the road driving assessment with a Department of Transport approved driving instructor, a vehicle is provided. The instructor will give verbal and written feedback on the course.

There is no test, but satisfactory completion of the course is required by attending both sessions. You are asked to make a positive contribution to the course and demonstrate a willingness to improve your driving skills. The course is designed to be participative, informative and a practical benefit to all drivers.

Course Itinerary

08:15 to 08:30 – Registration

08:30 to approx 11:30 – Discussion and group work, with some reading and writing in workbooks.

There will be a 20 minute break at approximately 10:00

11:30 - You will be collected by an Approved Driving Instructor for the practical element of the course. There will be approximately 2/3 clients per Instructor.

After an initial drive you will stop for lunch.

Lunch:- Please note that refreshments are **NOT** provided and that you may **NOT** necessarily return to the venue for lunch, so please ensure you take any refreshments with you. You may want to bring a packed lunch with you.

After lunch you will continue with the practical element and then return to the venue for the end of day summarising.

17:00 – Course finishes

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4. Is there an eye test?

As the course involves a practical driving element, your eyesight must be to the required standard and be able to read a vehicle number plate from a distance of 20.5m (67ft) or approximately five car lengths. An eyesight test will be carried out after registration but before the start of the course, therefore if you need to wear glasses/contact lenses for driving, please bring them with you

5. Do I need to bring my driving licence with me?

You are required to take the photocard part of your driving licence. If you hold the old style paper driving licence you must also take some other form of photo identification such as a passport. If you have mislaid, lost or your photocard licence has expired you must contact Humberside Police immediately as you will be refused entry to the course. If you are refused entry because you did not take your photocard or it has expired any rebooking will be subject to a further booking fee.

Your driving licence will also be checked before the start of the course to ensure it is valid and that you are the holder of a full driving licence. If you have not yet exchanged your provisional licence you will also need to bring your pass test certificate with you.

Failure to produce a driving licence or photographic identification may disqualify you from participating on the course and the matter may be referred to the Crown Prosecution Service for the commencement of criminal proceedings.

As the presenter will need to check your identification you will be asked to remove any head dress that covers your face. This can be carried out in a private room at your request. If you require someone of the same gender to carry out the identification, please contact us on 01482 399065 **prior** to your course.

6. What if I can't get time off work to attend the course?

As you have opted to attend the course as an alternative to prosecution, work commitments will not be taken into consideration. It is expected that you will make arrangements with your employer or take leave to attend the course

7. Where is the course held?

The majority of our courses are held at our dedicated training venue at the Freedom Centre, 97 Preston Road, Hull, HU9 3QB; however, a limited number of places are available at the Ropewalk, Maltkiln Road, Barton-upon-Humber, North Lincolnshire, DN18 5JT.

Maps can be found on the main driver safety course page.

Information about where your course will be held is included in your confirmation letter.

Please note: - it is still your responsibility to ensure you plan your journey in advance. If you are late due to getting lost, any rebooking may be subject to a full rebooking fee.

8. What happens if I don't turn up or I'm late?

You must attend on your allocated time and date or you will be prosecuted for the offence you have committed. If you do not attend there will be no refund of your course fee. If you turn up after the course has started you will be refused entry and any rebooking will be subject to a full rebooking fee, less the central levy of £20. However, if this has already been refunded any booking would be subject to a full rebooking fee. It is therefore essential you give yourself plenty of time for your journey and plan your route in advance.

9. What happens if I have previously been offered the same course before?

You can only attend one driver alertness course every three years. Prosecution for the other offence will be considered. However, normally checks would have been carried out to ensure you were eligible for the course before your offer was sent to you.

10. Is there any childcare available?

No. You must make your own childcare arrangements.

11. I have special needs – can you accommodate me?

Yes, but you must contact us on 01482 399065 to discuss this further so special arrangements can be made if necessary **prior** to your course.

12. What happens if I suddenly can't make the seminar, for example an emergency at home?

You will be prosecuted for the offence you have committed. If you are ill and can produce a doctor's sick certificate, another course may be offered if one is available within the specified time period (normally four months from the date of your offence). In these circumstances Humberside Police have the discretion to waive any rescheduling fees.

13. Can I bring a friend or member of my family with me?

No. Only you will be allowed into the seminar. If English is not your first language and you feel you may have difficulty in understanding the seminar it may be possible to take a friend with you. Please contact us on 01482 399065 **prior** to your course.

14. What happens if I want to change the date of the course?

You must attend a course within four months of your offence date. Therefore if we are able to accommodate the change we will try to do so. However, an administration cost may be charged in order to carry out the change. Please see the terms and conditions below.

15. Where does the money go?

Once the costs of providing the enforcement and seminars have been met, money from the scheme helps develop other casualty reduction initiatives which otherwise would not happen.

16. I don't live in the Humberside area; can I book a place elsewhere?

Driver Alertness courses are offered by a number of different Police forces across the county. The details of other course providers can be found on the main driver safety course page.

17. Will my information be released to any other party?

In deciding to offer you this course Humberside Police has checked your details against a national database to establish if you have completed a similar course within the last three years of this offence.

If you decide to accept the course and take it in Humberside we will hold your details. If you take a course outside of the Humberside area your driving licence number and additional information will be passed to the course provider for that area.

If you complete the course, your details relating to this course will remain on file for road safety research purposes for a further seven years from the date of offence, after which any personal reference to you will be erased.

Your details will not be released to any other parties except a Police Force if they are considering making an offer of a course in the future or to those involved in the original offence, which is a legal requirement.

Your personal details will not at any time be made available to the public.

If you fail to complete the course or if the offer is withdrawn your personal details relating to this matter will be erased from the national database.

Humberside Police – Booking Terms and Conditions Driver Alertness Course

YOU MUST READ THESE CONDITIONS
BY BOOKING A COURSE, YOU AGREE TO BE BOUND BY THEM.

If you fail to comply with these terms and conditions at any stage the offer of a course will be withdrawn and your file will be returned for further consideration for prosecution.
No refund of the original course fee will be made.

Booking and Payment

The course fee is £150.

You can book your course a number of ways but, due to the practical driving element on the driver alertness course we **recommend** you ring us on **01482 399065** to book your place (Mon-Fri 9am – 1pm). We will ask you some extra questions about your licence and the type of vehicle you require for the practical session.

You can also book your place:

- on-line at <https://saonlinebooking.humberside.police.uk>
- by post Humberside Police, Central Ticket Office, Diversion Scheme Section, PO Box 183, Beverley, East Riding of Yorkshire, HU17 8GW

1. You may pay by cheque or postal order made payable to **Humberside Police** by completing the enclosed form with your offer and returning it to the address above. You will not be able to pay by cheque if you wish to attend a course within the next 14 days.
2. If you have forwarded a cheque in order for Humberside Police to book your place any cheque returned to Humberside Police due to insufficient funds in your account will result in your course being cancelled until a confirmed payment is received. Subsequent payment will only be accepted by postal orders or by card payment. Any rebooking will be subject to a £25 administration fee.
3. You can pay on-line with a debit or credit card but please note that there is a 2.25% charge for payment by credit card.
4. If you are unable to attend your course date due to medical, legal or compassionate grounds, you will be required to provide documentary proof. A new course date will be arranged but the course must take place within four months of the date of the offence. This will also apply if you are a carer/parent and your dependant is taken ill. In these circumstances Humberside Police has the discretion to waive any rescheduling fee.
5. If Humberside Police has to re-schedule your course due to circumstances beyond its control, every effort will be made to offer a new course date. However, Humberside Police will not be liable for any additional expenses that may be incurred through any changes.
6. You must notify Humberside Police if you have any special needs or medical conditions that could affect your attendance so that suitable arrangements can be made. Every effort will be made to accommodate any special requirements provided Humberside Police are notified **prior** to attending the course

Course Attendance

1. You must attend your chosen course in a fit state to enable you to participate fully. Any persons suspected of not being in a fit state will be refused entry to the course. This will be classified as 'non completion'.
2. Having agreed to attend a course it is an offence for another person to attend in your place. If this occurs, it will be classified as 'non completion'.

3. Satisfactory course completion is contingent upon attendance throughout the duration of the course, completion of all course paperwork, providing a positive contribution and demonstrating a willingness to make a commitment to improve attitudes to driving / riding. If you leave the course before it finishes it is classified as 'non completion' and further action will be taken.
4. Any abusive or disruptive behaviour or behaviour deemed as such by the course trainer(s) will result in removal from the course. If this occurs, it will be classified as 'non completion'.
5. Mobile devices, phones, pagers etc must be switched off during the entire duration of the course.
6. If you fail to attend a course on the date allocated to you, this will classify as 'non completion'.
7. Late arrival could result in non attendance and may result in the matter being referred for prosecution proceedings.
8. In the event of rescheduling for any reason your new course dates will be subject to availability and in any case must be within the four months period from the date of your offence. If it is not possible to reschedule your course only the central levy of £20 will be refunded.
9. You are required to take the photocard part of your driving licence. If you hold the old style paper driving licence you must also take some other form of photo identification such as a passport. If you have mislaid, lost or your photocard licence has expired you must contact Humberside Police immediately as you will be refused entry to the course. If you are refused entry because you did not take your photocard or it has expired any rebooking will be subject to a further booking fee.

Rescheduling of Course

If you request the date of your course to be changed and Humberside Police is able to arrange a new date within four months of the date of offence the following charges will apply:

More than 48 hours notice £25.
Less than 48 hours notice £100.

Please note if you are late for your course and are refused entry any further rebooking will be subject to a FULL rebooking fee less the central levy of £20. However, if this has already been refunded then any booking would be subject to a full rebooking fee.

Non-completion

If you fail to attend and complete a course the offer of a course will be withdrawn. Only the central levy of £20 will be refunded. Humberside Police will then advise you of the next course of action. This may involve the matter being referred to court.

Please note if you choose to book a course with another course provider you will need to abide by their terms and conditions. Costs of courses will also vary between different providers.