

Using the Internet for...

# Learning to drive



## Using the Internet for **Learning to drive**

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Lifesteps offers you a range of online and printed guides. Written by staff from Irish public libraries, each guide contains easy to follow, step by step explanations of how to use the Internet to achieve a specific goal or 'life step'.

Lifesteps is an initiative of Irish public libraries, managed by An Chomhairle Leabharlanna and funded by the Department of the Environment, Heritage and Local Government through the Information Society Fund.

For updates, news on the project and for a full listing of all the guides, log on to [www.lifesteps.ie](http://www.lifesteps.ie)

You can contact the Lifesteps team at [lifesteps@librarycouncil.ie](mailto:lifesteps@librarycouncil.ie)

ISBN: 1873512201

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*Note: words in red appear in the glossary at the end of this module.*

# Introduction

The guide will provide a step-by-step approach to the information available on the Internet to any person who wishes to undertake the 'LifeStep' of learning to drive in Ireland.

Learning to drive starts with an application for a Driver Theory Test and obtaining a Provisional Driving Licence. It progresses to sitting and passing the practical driving test. This guide goes beyond the driving test and covers other aspects of motoring in Ireland, such as, advanced driver training, applying for motor tax **online** and more.

## Need to Know

A basic familiarity with the Internet and a PC is required.

## Need to Have

1. A valid **debit (Laser) card** or **credit card**.
2. A valid **e-mail** address.

## Related Guides

'Internet Basics' covers the Need to Know requirements for this guide.

The 'Shopping' guide will tell you how to shop for and buy goods on the Internet.

### Quick Guide:

1. Searching for and **downloading** a Driver Theory Test application form.

**Websites:** [www.buy4now.ie/eason](http://www.buy4now.ie/eason)  
[www.dttis.ie](http://www.dttis.ie)  
[www.library.ie/public/index.shtml](http://www.library.ie/public/index.shtml)  
[www.oasis.gov.ie/transport/motoring/driver\\_theory\\_test.html](http://www.oasis.gov.ie/transport/motoring/driver_theory_test.html)

2. How to obtain a Provisional Driving Licence.

Websites: [www.oasis.gov.ie/transport/motoring/provisional\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/provisional_driving_licence.html)

3. How to locate driving schools online.

Websites: [www.goldenpages.ie/Search.asp](http://www.goldenpages.ie/Search.asp)

4. Locating books/**CD-Rom** on driving in Ireland.

Websites: [www.buy4now.ie/eason](http://www.buy4now.ie/eason)  
[www.library.ie/public/index.shtml](http://www.library.ie/public/index.shtml)

5. Accessing and completing the Driving Test Application Form online.

Websites: [www.drivingtest.ie/drivingtest/HTMLContent/default.htm](http://www.drivingtest.ie/drivingtest/HTMLContent/default.htm)

6. Downloading a Full Driving Licence Application Form.

Website: [www.oasis.gov.ie/transport/motoring/full\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/full_driving_licence.html)

7. Beyond the driving test – A guide to some online resources relating to advanced driver training, road safety, motor tax **online** and the National Car Testing service.

Websites: [www.irishadvancedmotorists.ie](http://www.irishadvancedmotorists.ie)  
[www.hibernian.ie](http://www.hibernian.ie)  
[www.penaltypoints.ie](http://www.penaltypoints.ie)  
[www.nsc.ie](http://www.nsc.ie)  
[www.nra.ie](http://www.nra.ie)  
[www.theaa.ie](http://www.theaa.ie)  
[www.rac.ie](http://www.rac.ie)  
[www.transport.ie](http://www.transport.ie)  
[www.motortax.ie](http://www.motortax.ie)  
[www.nct.ie](http://www.nct.ie)

# Step-by-Step Guide

## Step 1: Driver Theory Test

In order to obtain a provisional driving licence in Ireland you are required to complete a Driver Theory Test.

To prepare for the Driver Theory Test you will need to obtain a copy of the 'Official Driver Theory Test', which is available in book & CD-Rom format from:

- Bookshops throughout the country
- The Driver Theory Test Service – [www.dttts.ie](http://www.dttts.ie)
- Public Libraries in Ireland also stock this material for lending
- You can find a list of relevant reading material in the online version at this at this address [www.lifesteps.ie](http://www.lifesteps.ie)

Once you have studied the material you are ready to apply for the test.

### Step-by-Step How to apply

This can be done by accessing the Driver Theory Test Centre [www.dttts.ie](http://www.dttts.ie)

Click on **How to Book**.



From here you are given the option of downloading the application form by clicking on the appropriate [link](#).

Once opened, the application form can be printed by clicking on the **File** menu and then **Print**.

Alternatively, application forms for the driver theory test can be accessed by downloading them from Oasis (Online Access to Services, Information and Support) which is an Irish e-government website.

[www.oasis.gov.ie/transport/motoring/driver\\_theory\\_test.html](http://www.oasis.gov.ie/transport/motoring/driver_theory_test.html)

## Step 2: Obtaining a Provisional Driving Licence

Once you have passed the Driver Theory Test you can apply for your first Provisional Driving Licence.

It is a legal requirement to hold a provisional licence in Ireland before learning to drive on public roads. To undergo the driving test, you must hold a provisional licence covering the category in which you wish to be tested.

### Step-by-Step: How to apply

You can download a provisional driving licence application form from Oasis.

[www.oasis.gov.ie/transport/motoring/provisional\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/provisional_driving_licence.html)



Click on **How to Apply** and select the link which enables you to print out the form.

You can also request the application form by post through Oasis.

You must have an email address to avail of this facility.

[www.oasis.gov.ie/transport/motoring/provisional\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/provisional_driving_licence.html)

The Oasis website provides the option of requesting the form by post. When clicked, this link will bring you to the following screen.



Fill in the appropriate details and when completed click on the **Request form** button.

A message will be sent to your email address confirming your request.

All first time provisional licence applications must be accompanied by two passport photographs, a birth certificate or passport and a completed eyesight report form.

The eyesight report form is also available on the Oasis website.

[www.oasis.gov.ie/transport/motoring/provisional\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/provisional_driving_licence.html)

By clicking on the appropriate link you can download the form.

All first time provisional driving licence applications must be accompanied by a completed medical report form if you suffer from any of the disabilities or diseases listed on the application form, or are 70 years of age or more.

The medical report form is also available on the Oasis website.

[www.oasis.gov.ie/transport/motoring/provisional\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/provisional_driving_licence.html)

**You are advised to check in advance that your Motor Tax Office will accept downloaded application forms.**



### Step 3: Driving Lessons

Once you have a provisional driving licence the next step is to locate a driving school convenient to your location.

This can be achieved by accessing the Golden Pages website.

[www.goldenpages.ie/Search.asp](http://www.goldenpages.ie/Search.asp)

Upon entering your details, your results are displayed.



Name	Address & Telephone Number	Info	Web	Email
Irish School of Motoring	14 Lower Convent St, Dublin, 1 (01) 8748877	Info	www	Email
A20 School of Motoring	28 Newhall St, Broomfield Rd, Dublin 24 (01) 4879483		www	Email
A-Plus School Of Motoring	65 Talbot Est, Finglas, Dublin 11 (01) 8948886		www	
Max Driver Motoring School	Finglas, Dublin (01) 8643885		www	Email

From here you can locate the nearest driving school to you and book your driving lessons.

In some cases you can access their website by clicking on the web link or even email the driving school.

For example: by clicking on the email link the following screen opens.



**Emailing "Irish School of Motoring"**

Send to:

Your name:

Your email:

Your message:

Enter your personal details and your enquiry then click **Send**.

## Step 4: Locating books & CD-Rom on driving in Ireland

When preparing for the driving test you need to study the 'Rules of the Road' book/CD-Rom.

To obtain a copy of this book and other reading materials, which will supplement your driving lessons and aid the learning process, you can access the following websites:

- [www.buy4now.ie/eason](http://www.buy4now.ie/eason) - On this website you can search for reading material and [purchase online](#).
- [www.library.ie/public/index.shtml](http://www.library.ie/public/index.shtml) - From this site you can access your local library and search for suitable material for lending.

## Step 5: The Driving Test

Following on from the driving lessons is the driving test. You can view and print a driving test application form at

[www.drivingtest.ie/drivingtest/HTMLContent/default.htm](http://www.drivingtest.ie/drivingtest/HTMLContent/default.htm)

Click on **English** or **Gaeilge** as appropriate. Just select **Application Form** when you access this page and post the completed form to the address given. Alternatively you can apply for the driving test online.

In order to apply online, you must have a valid debit (Laser) or credit card (the cards currently accepted are Visa & MasterCard) and a valid e-mail address.

### Step-by-Step: Applying Online

Access the website:

[www.drivingtest.ie/drivingtest/HTMLContent/default.htm](http://www.drivingtest.ie/drivingtest/HTMLContent/default.htm)

Click on **English** or **Gaeilge** as appropriate. Select **Begin Application**.



The driving test application form opens. Fill in the application form as shown in the sample below.



**Driving Test Application Form**

**Applicant Information**

\* = required field

Title	<input type="text" value="Mrs"/>	Home Phone	<input type="text" value="01 2076 001"/>
Surname	<input type="text" value="Loach"/>	Work Phone	<input type="text" value="01 2076 001"/>
Forename	<input type="text" value="Milly"/>	Mobile Phone	<input type="text" value="087 2028347"/>
Street Name	<input type="text" value="Lymington Avenue"/>	Email	<input type="text" value="millyloach@icloud.com"/>
Other Address Details	<input type="text" value="Front Porch"/>	PPSW Number	<input type="text"/>
City or Town	<input type="text" value="Fingert"/>	Date of Birth	<input type="text" value="19 03 1978"/>
County	<input type="text" value="Dublin"/>	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female

Enter all the details required in the driver testing information section – remembering to specify the Vehicle Category in which you wish to be tested and the Test Centre.

When completed, click on **Submit**.

A new screen opens containing your personal information. Before proceeding you must check the details of your application and make any necessary changes. Once the information is correct you are ready to pay. Select the **Pay Now** button.

The following screen opens.



**Payment Information**

Secure Payment Service For The Irish Department Of Environment and Local Government

If you are using version 4 or later of the Microsoft or Netscape browsers your application will be transmitted using SSL (secure) otherwise 40 bit encryption will be used. We recommend that you upgrade your browser to use 128 bit encryption.

Please complete the form below.

Cardholder Name

(as it appears on the card)

Card Type

Card Number

Expiry Date

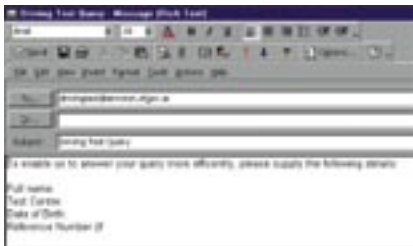
Fill in the details of your credit card and select **Submit**.

Your application will normally be acknowledged by post within five days.

Other useful information contained on this website include the links to:

- Preparing for your driving test
- Driving test centre locations
- Pass rates and waiting times by centre.

If you do not find the information you require you can e-mail the Driver Testing Section by selecting **Contact Information** and clicking on the e-mail link.



Click on **Send** when you have filled in the details of your enquiry.

## Step 6: Obtaining a Full Driving Licence

In Ireland, when you pass the driving test you are eligible to apply for a Full Driving Licence. Application forms can be downloaded from Oasis.

[www.oasis.gov.ie/transport/motoring/full\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/full_driving_licence.html)

Click on **How to Apply** and select the link to **Download and complete application form.** Once opened select **File** then **Print**.

Alternatively, you can request an application form by post through Oasis.

[www.oasis.gov.ie/transport/motoring/full\\_driving\\_licence.html](http://www.oasis.gov.ie/transport/motoring/full_driving_licence.html)

You must have an e-mail address to avail of this facility.

Select **How to Apply**.

You are given the option of requesting the form by post. Fill in the appropriate details and when completed click on **Request form**. Be sure to include the required documents and fee when applying for your full driving licence. These requirements are specified on the application form itself.

**You are advised to check in advance that your Motor Tax Office will accept downloaded application forms.**

## Step 7: Beyond the Driving Test

### Advanced Driver Training

The Advanced Driving Test has been in existence since 1956. It aims to improve the standard of driving on the roads and the advancement of road safety. For information on Advanced Driver Training in Ireland and to apply for the Advanced Driving Test check, out the following website.

[www.irishadvancedmotorists.ie](http://www.irishadvancedmotorists.ie)

You can request a brochure and an application form for the test by e-mailing your details using the contact form on the website.

Open the website and select the **Contact Us** link. The following screen should open.

Once you have filled in the details, select **Send Request**.

You will get a notification that your request has been processed and accepted.

The image shows a screenshot of the Irish Advanced Motorists (IAM) website. The header includes the text "Irish Advanced Motorists" and "Driven by Safety" next to a logo. The main content area is titled "Send an Email to the IAM" and contains a form with fields for "Your Name", "Your Telephone", and "Your E-mail". A "Send Request" button is highlighted with a red box at the bottom of the form.

Hibernian Insurance also provides Advanced Driver Training. Their programme 'Ignition' was developed in 2001, in association with the Institute of Advanced Motorists (IAM) UK. Details of Ignition can be found on their website [www.hibernian.ie](http://www.hibernian.ie)

## Road Safety

The penalty points system for driving offences in Ireland was introduced in October 2002. It is part of a major road safety initiative to address the unacceptable level of death and serious injury on Irish roads and to instil greater caution in drivers.

Information regarding the penalty point system can be obtained from [www.penaltypoints.ie](http://www.penaltypoints.ie)

### National Safety Council

Road safety issues, road statistics and advice for road users are just some of the topics covered in the National Safety Council's (NSC) website. Check out this informative website at [www.nsc.ie](http://www.nsc.ie)

### National Roads Authority

The National Roads Authority (NRA) was established as an independent statutory body under the Roads Act, 1993. Its main function is to provide a safe and efficient network of national roads. For information on road traffic, safety and construction, you can access their website at [www.nra.ie](http://www.nra.ie)

AA Ireland and RAC Ireland websites cover route planning, driving tips, car parking guide, traffic updates and more at:

AA Ireland – [www.theaa.ie](http://www.theaa.ie)

RAC Ireland – [www.rac.ie](http://www.rac.ie)

The Department of Transport in Ireland can be found at [www.transport.ie](http://www.transport.ie)

## Motor Tax

In Ireland it is a legal requirement to have motor tax if you wish to drive your vehicle in a public place.

Motor Tax Online is a secure service provided by Ireland's local authorities and the Department of the Environment, Heritage & Local Government.

[www.motortax.ie](http://www.motortax.ie)

Once you access this website you can renew your motor tax online.



Before proceeding you must first read 'Renewing Online' and 'What You Will Need'. Both these sections will take you through everything you need to know about renewing your motor tax online.



RENEWING ONLINE  
Some information on the online renewal process  
--> [Read Online Test](#)

WHAT YOU WILL NEED  
The material you will need at hand to renew online  
--> [Read Online Test](#)

PROCEED TO TAX YOUR VEHICLE

Registration No.      PIN

On this website you can also view and print out motor tax forms and check current motor tax rates.

## National Car Testing

The National Car Testing Service is responsible for the implementation and operation of the car testing service in Ireland.

The NCT was introduced to improve road safety and environmental protection and to comply with an EU Directive, which makes car testing compulsory in all EU member states.

The NCTS will contact owners of eligible motor vehicles in advance of the anniversary date of first registration of your car. You will be offered a provisional appointment for the test that must be confirmed, cancelled or rearranged. This can be done using their online service.

Access the website at [www.ncts.ie](http://www.ncts.ie)

Select **Bookings** and the following screen opens.



Welcome to the National Car Testing Service Website  
for safer, cleaner motoring

Home The Test Bookings Locations FAQ Contact Terms Jobs Information Support

**Bookings Information**

**Internet Bookings:** Customers may now send their online booking details

**Telephone Bookings:** Just call our Booking line on Local 1300 412 412 from 9am to 5pm (Mon - Thurs) and Book to Book (P.O.) for confirmations, re-arrangements or cancellations

**E Mail Bookings:** Please send your enquiry to [bookings@ncts.ie](mailto:bookings@ncts.ie)

**Postal Bookings:** All booking confirmations, cancellations or enquiries may also be posted to:

Select the **Online booking service** link.

To use the NCTS online services you must first read and accept their terms and conditions.

Once you have read the terms and conditions place a tick in the box as shown and select **Accept**.



At the next screen you are asked to enter your car registration number and your booking ID number or your cars chassis number.

A screenshot of the "NCT Online Services" website. At the top, there is a yellow banner with text: "To use our online services you must accept our terms and conditions and click on either A or B below and click continue. The system will then confirm your booking and generate you an NCT booking available to you after 30 days." Below this, the form is divided into two steps. "Step 1" is titled "Enter Car Registration" and has a single text input field. "Step 2" is titled "Enter Booking ID Number" and "OR" "Enter Chassis Number", with two text input fields. At the bottom of the form are two buttons: "CONTINUE" and "CANCEL".

Once entered select **Continue**.

From here, you can confirm, cancel or re-arrange your NCT appointment.

The NCTS website also provides information on NCTS centre locations preparing for the test and details of the inspection list.



# Glossary

- CD-Rom:** An optical disk made of foil in a plastic coat, that stores computer files. Much larger in terms of storage capacity than a floppy disk.
- Downloading:** The process of copying a computer file from the Internet onto your own PC is called downloading. A file such as a music (MP3) file or a document is made available to the Internet by storing it on a server. To download the file, you usually click on a link to it, or else right-click and choose 'save target as' (in Internet Explorer) or 'save link as' (Mozilla Firefox). A box pops up asking you where on your hard disk you want to store the file; you choose the location for storage, click the button and the file is copied onto your hard disk (or downloaded).
- E-government:** E-Government is a set of services that the state delivers to the public via the Internet. For example, the ability to pay tax online (at revenue.ie) is an E-Government service. E-Government has advantages for the consumer (no queuing, easy access) and for the government (low cost, efficient processing of information). Increased delivery of E-Government services is a priority for governments across Europe, including Ireland.
- E-mail:** **(Electronic mail)**  
Email is a service that sends messages across the Internet from one human user to another. Like a letter, email is person-to-person and it stores messages until they are read.
- Link/Hyperlink:** A link, or hyperlink, is a part of a web page that, if clicked with a mouse, opens a different web page. Links are usually shown in blue and underlined on a webpage.
- Online:** A word used as shorthand for 'on the Internet' or 'connected to the Internet'.
- Online catalogue:** Internet access to lists of items available in libraries.

**Purchase online:** The action of buying products and services over the Internet by consumers.

**Website:** A website is a collection of web pages which displays information on a particular topic. Common types of websites include company websites (information about the company), online shops (where you buy goods and services and pay by credit card) and personal websites (where individuals share their interests). A website may consist of just one page of information, but will usually contain several pages, all linked together. All the pages in a website usually share the same 'domain' name. For example, all the pages in the large online shop Amazon have an address (URL) that starts with 'www.amazon.com'.