

## **學員注意事項 Points to Note**

### **1. 駕駛考試程序 Driving Test Procedures**

- 1.1 私家車或輕型貨車駕駛考試分為三個部份，考生必須首先通過甲部試（筆試），才可獲編排參加合併試 - 乙部試（中期試）和丙部試（路試）。考生亦可以分階段參加乙部試和丙部試（漸進試）。

The test for private car or light goods vehicle is divided into three parts, candidate(s) should be able to pass the Part A (Written Test), before they can be arranged to take the Combined Test – Part B (Intermediate Test) and Part C (Road Test), or the gradual test, (i.e. Part B and then Part C tests).

電單車駕駛考試分為三個部份，考生必須首先通過甲部試（筆試），才可以獲編排乙部試（強制試）；乙部試及格後才可以申請學習駕駛執照和獲編排丙部試（路試）。

The test for motor cycle is divided into three parts, candidate(s) should be able to pass the part A (Written Test), before they can be arranged to take the Part B (Mandatory Competence Test); after passing the Part B test, they can then apply for learner's driving licenses and be arranged to take the Part C (Road Test).

### **2. 課堂注意事項 Notes on Attending the Course**

- 2.1 學員出席所有駕駛實習課程均需持有有效的學習駕駛執照。

Learner(s) is required to bring along the valid learner driving's license when attending all practical lessons.

- 2.2 經本學院申請的「學習駕駛執照」可在上首節駕駛實習課前，於辦公時間內在本學院接待處領取。取得「學習駕駛執照」後，學員必須核對執照上個人資料以確無誤，並於每節路試實習課及路試駕駛考試時帶備。

Learner's driving license applied through the School could be picked up at the reception of the School during office hours prior to the beginning of the first driving practical lesson. Learner(s) is required to ensure all personal information stated on the learner driving's license is correct, and bring along the aforementioned license when attending all driving practical lessons and road test.

- 2.3 持有過期或即將到期「學習駕駛執照」的學員，請於出席駕駛實習課前最少十四天親臨本學院接待處辦理續領申請手續。

Learner(s) with expired or soon-to-be expired learner driving's license must apply for license renewal at the School at least 14 days prior to the practical lesson.

- 2.4 學員每天可報讀的駕駛實習課堂安排不可超過三課，連續課堂只可上最多兩課。

Learner(s) may take up to no more than 3 driving practical lessons each day, with a maximum of 2 consecutive driving practical lessons.

- 2.5 學員均需依照學員手冊上的先後次序預約所有課程，同時建議學員於距離考試日不多於七天內上最後兩節課堂。

Learner(s) should make appointments for all lessons according to the lesson sequence indicated in the Learner's Handbook. It is also suggested to arrange and take the last two lessons within 7 days prior to the road test.

- 2.6 如需更改或取消已預約駕駛實習或理論課堂，學員必須於所預約的課堂最少四十八小時前致電本學院熱線電話作出更改，及須另繳交每堂八十元手續費，每次付費上限二百四十元。於上課當天、上課前一天提出的更改，該課堂均作缺席論並不設改堂和退款，學員須另行安排補課（課堂需收取補課費用）。

If rescheduling or cancellation is required for any reserved practical or theory lessons, all learner(s) must inform the School via the designated hotline at least 48 hours prior to the scheduled lesson date. Rescheduling or cancellation of each confirmed driving practical lesson will be subject to an administration fee of \$80 (with a cap of \$240 per request). All changes requested on the day or one day prior to the scheduled lesson will be regarded as absence, and the fee of the respective lesson will be forfeited. Learner(s) will be required to arrange the make-up lesson, which is subject to an additional lesson fee.

- 2.7 如因健康理由需要更改課堂，學員必須於所預約課堂最少兩小時前致電本學院熱線電話取

消，並於七天內交回本港註冊醫生所簽發病假證明文件。逾期繳交上述文件作缺席論，學員須另行安排補課（課堂需收取補課費用）。

If rescheduling is required due to medical reason, learner(s) must inform the school via the designated hotline at least 2 hours prior to the scheduled lesson time. The learner(s) will be required to submit the medical certificate issued by a registered medical practitioner within 7 days from the original scheduled lesson date. If the learner(s) fails to provide aforementioned supporting documents within the required timeline, the respective lesson will be considered forfeited

- 2.8 電單車強制課程共分三節，每節為四小時。學員須出席所有課節，凡遲到或/及早退逾一小時者，該節課堂將作缺席論，學員亦須另行安排補課（課堂需收取補課費用）以符合修畢全部課堂的需求。強制課程會於本學院進行，學員不得把車輛駛離本學院場地範圍，違例者將觸犯道路交通法例和被檢控。學員練習時必須遵守場內的交通標誌，遵從本學院所定立的場內守則以及當值主任的指示。

The motor cycle mandatory training course is divided into three sessions with four hours per session. whilst the duration for the whole course is 3 days. All learner(s) is required to attend all sessions in full. Arriving late and/or leaving early for more than an hour will be regarded as absent. Learner(s) will be required to arrange the make-up lesson, which is subject to additional lesson fee, in order to fulfill the prerequisite for attending the driving test. The mandatory training course will be conducted at the School and all learner(s) are prohibited from operating the vehicles off-premises of the School. Any breach of this prohibition is considered an offence under the Road Traffic Ordinance and will be prosecuted. During the course, all learner(s) is obligated to comply strictly with any and all traffic signs and rules established by the School, as well as the instructions provided by the duty officer.

- 2.9 若私家車或輕型貨車學員遲到多於十分鐘，在查看車號之後，學員要應先到當值主任辦公室報到，然後待安排上車。假如學員遲到超過三十分鐘，該課堂將作缺席論，學員亦須另行安排補課（課堂需收取補課費用）以符合考試要求。

For private car or light goods vehicle learner(s) who is late for the practical lesson for over 10 minutes, he or she should report to the duty officer for corresponding lesson arrangement upon checking for the assigned learning vehicle car plate number. Arriving late for over 30 minutes will be regarded as absent for the respective lesson. Learner(s) will be required to arrange the make-up lesson, which is subject to an additional lesson fee, in order to fulfill the examination requirement.

- 2.10 報讀理論課之學員必須根據已預約的課堂日期及時間準時出席。為免影響其他學員，理論課開始十分鐘後，學員將不獲准進入課室，該課堂亦作缺席論，學員須另行安排補課（課堂需收取補課費用）。

For learner(s) attending the theory lesson, he or she is required to attend the lesson according to the schedule of the reserved lesson. In order to minimize the impacts to other in-class learners, learner(s) will not be permitted to enter the classroom after 10 minutes of the scheduled lesson time, and the respective lesson will also be regarded as absence. Learner(s) will be required to arrange the make-up lesson, which is subject to an additional lesson fee.

- 2.11 學員應於上課前最少五分鐘抵達學院和查看所編用的車號，並於指定時間到車輛停候處等候。若該課導師超過五分鐘還未抵達，學員應立即向當值主任查詢。

Learner(s) is required to arrive at the school at least 5 minutes prior to the scheduled lesson start time, to check for the assigned learning vehicle car plate number and wait at the learning vehicle waiting area accordingly. If the respective driving instructor is not present for over 5 minutes after the scheduled lesson time, the learner(s) is responsible for reporting to the duty officer immediately.

- 2.12 為確認持學習駕駛執照及課之學員乃學員本人，導師可在有需要之情況下於實習課堂開始前要求學員出示身份證明文件。

Driving Instructor may request the learner(s) to present the identification document for verification when necessary prior to the lesson, in order to confirm whether the attending learner(s) is the holder of the respective learner's driving license.

- 2.13 學員不得在未經許可下獨自登上訓練車輛和/或發動引擎。如因此而引致之任何意外事故、傷害、人身損失和/或損壞，本學院恕不負責。

Unless authorized, learner(s) is not permitted to board and/or operate the training vehicle. The

School will not hold liable for any accident, injury, personal loss and/or damage in connection with or arising from any breaches of the aforementioned prohibition by the learner(s).

- 2.14 任何人在任何道路上駕駛或企圖駕駛或正在掌管汽車，而該人當時是受酒類或藥物的影響，其程度達到沒有能力妥當地控制該汽車，即屬違法的。若本學院導師發覺學員受酒精或藥物影響下學習駕駛，本學院有權取消該學員的駕駛練習課堂並作缺課論，或改為導師駕駛示範或講解。如情況較嚴重者，且直接或間接影響其他道路使用者，該堂的導師會諮詢當值主任著令該學員離去。

A person who drives or attempts to drive or is in charge of a motor vehicle on any road while he or she is under the influence of drink or drugs to such an extent as to be incapable of having proper control of the motor vehicle commits an offence. If the driving instructor suspects any learner(s) is under the influence of drink or drugs when attending the driving practical lesson, the School holds the right to cancel and consider the learner as absent for the respective lesson. The School may also consider switching to driving demonstration performed by the driving instructor. In more serious case whereas there could be potential impacts to other road users, the driving instructors hold the rights to request the respective learner(s) to leave after consulting with the duty officer.

### 3. 運輸署考試注意事項 Notes on Attending the Driving Test of the Transport Department

- 3.1 考生完成電腦筆試後可選擇先行離開並無需等待成績，本學院將於稍後時間透過安佳駕駛學院流動應用程式發出成績結果。

It is optional for written test candidate(s) to wait for the release of results upon test completion, which will also be notified by the School via the mobile application of Ankor Driving School afterwards.

- 3.2 若申請學習駕駛執照和駕駛考試表格（路票）時未能提供運輸署要求的文件或所需證明，有關考期及其他申請事宜將不獲受理。

If the learner(s) fails to provide all relevant documents as requested by the Transport Department during application, the respective applications for learner's driving license and test form will not be considered.

- 3.3 持有筆試合格成績的學員方可編排駕駛考試日期，學員可經以下途徑預約駕駛實習課堂及路試考期。

Only learner(s) who passed the written test will be allowed for further road test arrangement. Learner(s) may make reservations for the subsequent driving practical lessons as well as road test via the following methods:

- i. 本學院職員將會以電話方式聯絡學員進行相關預約；或
- ii. 於辦公時間內親臨本學院接待處進行預約

- i. The School staff will contact the learner via telephone for the respective reservation arrangements thereafter; or

- ii. Arrange the appointments at the reception of the School during office hours.

- 3.4 已預約的課堂和考試日期將上載於安佳駕駛學院流動應用程式內，學員可透過應用程式確認作實。

The reserved lessons and test schedule will be reflected in the mobile application of Ankor Driving School. All learner(s) is required to confirm the respective reservations via the mobile application.

- 3.5 學員必須先預約妥當所有駕駛考試所需的實習及理論課堂，方可預約路試。

All learner(s) is required to reserve all relevant practical and theory lessons prior to arranging for a road test.

- 3.6 所有考生必須出席全部課堂（包括理論課及實習課）方可參加駕駛考試。

All candidates must complete all lessons (i.e. theory and practical lessons) prior to attending the road test.

- 3.7 考試的日期及時間由運輸署分配，學員不能自行選擇，考期確認後亦不能提出任何更改。

Test date and time will be allotted by the Transport department. Learners(s) will not be allowed to select the timeslot of individual choice. No changes will be permitted upon confirmation of test schedule.

- 3.8 如因健康理由未能出席考試，考生須於七天內向本院呈交由註冊西醫簽發的證明書，否則其駕駛考試表格（路票）將因缺席而作廢。

For candidate(s) who is not able to attend the road test due to medical reason, he or she is required to submit the medicate certificate issued by a registered medical practitioner within the following 7 days. Otherwise, the respective test form will be considered forfeited.

- 3.9 學習駕駛執照有效期為由發出日期起計十二個月，而駕駛考試表格（路票）有效期為由發出日期起計十八個月。如考生缺席或落第任何一部份（包括筆試、中期試或路試），其路票亦告失效。

The learner's driving license and test form are valid for 12 and 18 months respectively from the date of issue. The respective test form will be deemed as invalid on account of failure in any part of the test (i.e. written test, intermediate test or road test).

- 3.10 考生須於光線良好的情況下讀出距離二十三米的車輛登記號碼（如有需要，考生可佩戴眼鏡或隱形眼鏡）。如未能通過視力測驗，考生不會獲准參加駕駛考試，而其駕駛考試表格會隨之而失效。有關考生如擬再參加駕駛考試，必須購買新的駕駛考試表格（路票）。

Candidate(s) is required to read at a distance of 23 metres in good daylight (with the aid of spectacles or other corrective lenses, if worn) a motor vehicle registration mark. Candidate(s) who fails the vision test will not be permitted to take the test, his or her test form will also be invalidated. If the candidate(s) wishes to take the driving test again, purchase of a new test form will be required.

- 3.11 本學院不可代表任何考生向運輸署查詢任何與考試成績相關的事宜，考生如對考試成績有任何查詢，應自行與運輸署聯絡。

The School is not permitted to inquire any matters with the Transport Department related to the driving test results on behalf of any candidates. In case of any enquiries regarding the driving test results, the candidate(s) should contact the Transport Department directly.

- 3.12 筆試不合格的考生可於辦公時間內親臨或致電本學院接待處辦理重考筆試手續，並重新繳付駕駛考試表格費用（路票）。

Candidate(s) who failed the written test may apply for the retake of driving test, which is subject to purchase of a new test form, at the reception of the School or via telephone.

- 3.13 中期試或路試不合格的考生必須報讀本學院的重讀課程方可參加重考。有關課程詳細內容及費用，學員可向接待處查詢。

Candidate(s) who failed the intermediate test or road test will be required to take the corresponding lessons at the School prior to the retake of road test. For details related to the course and fee, please contact the reception of the School.

- 3.14 有關雨天或惡劣天氣的考試安排及其他考試注意細則，請參閱運輸署網頁及相關車輛類別的「駕駛考試指引」。

For arrangements related to rainy days, bad weather, and other rules related to the test, please refer to the official website of the Transport Department and "Guide to Driving Test" of the corresponding vehicle for details.

#### 4. 其他事項 Others

- 4.1 惡劣天氣的上課安排如下：

Class arrangements under bad weather conditions are as followed:

天氣狀況 Weather Conditions	應變措施 Action to be Taken
三號熱帶氣旋或黃色/紅色暴雨警告生效 When Tropical Cyclone Signal No.3 or Amber/Red Rainstorm Warning Signal is in force	除非本學院另行公布，所有課堂和考試將如常舉行。 Unless there is any further announcement(s) from the School, all classes and examinations will continue to be held as scheduled.

<p>八號或以上熱帶氣旋警告或黑色暴雨警告訊號於上課前兩小時生效 When Tropical Cyclone (No.8 or above) or Black rainstorm warning is in force two hours before the commencement of lesson(s)</p>	<p>所有課堂將會取消。八號或以上熱帶氣旋警告或黑色暴雨警告訊號除下後兩小時，本學院將恢復運作，當天餘下的課堂亦會按原定時間如常授課。 All classes will be cancelled. 2 hours after the Tropical Cyclone (No.8 or above) or Black rainstorm warning is lowered, the School will resume normal operation and the remaining lessons of the day will be held as scheduled.</p>
<p>黑色暴雨警告訊號於上課期間生效 When Black rainstorm warning is in force after the commencement of lesson(s)</p>	<p><b>理論課:</b> 已開始的課堂將繼續進行，直至該課堂完畢為止。</p> <p><b>實習課:</b> 已開始的課堂將立刻結束，學員須遵從導師指導盡快把車輛駛回學校。</p> <p>若課堂已開始超過三十分鐘，該課堂將視為完成。若訊號於課堂開始三十分鐘內發出，學校將另行安排補課，並不另設收費。</p> <p><b>Theory Lessons:</b> Lesson(s) that has already started will continue until the end of the respective session as scheduled.</p> <p><b>Practical Lessons:</b> Lesson(s) that has already started will be suspended immediately. All learner(s) is required to drive back to the School as soon as possible under the instructions provided by the driving instructor.</p> <p>The respective lesson(s) will be regarded as completed if the rainstorm warning is issued upon 30 minutes of the lesson time. In the case when the rainstorm warning is issued within the initial 30 minutes of the respective lesson(s), make-up lesson will be arranged by the School without additional charges.</p>

如學員缺席復課後之課堂，則按缺席規則辦理。因上述惡劣天氣而取消的課堂，學員可按學院供求情況自行編排合適的補課時間，並不另設收費。

Learner(s) who is unable to attend the scheduled lessons upon school resumption will be regarded as absent. For cancellation of lessons due to the aforementioned bad weather conditions, learner(s) may schedule the make-up lesson based on the timeslot availabilities without additional charges.

- 4.2 本學院職員一概不可接受學員任何形式的餽贈，包括但不限於金錢、利是、禮品、折扣、購物優惠券等。

All staff of the School is prohibited to accept gifts of any kind from learner(s), including but not limited to money, red packets, presents, discounts, shopping vouchers, etc.

- 4.3 所有學員於上課期間，嚴禁使用攝錄機或錄音機錄取上課內容及程序。為避免影響課堂進

行，學員需把所有收音器材關掉及手提電話調至靜音。

Video or tape recording is prohibited for all lessons. All learner(s) will be required to switch mobile phone to silent mode.

- 4.4 學習駕駛時須遵從導師的教導，進行安全的駕駛練習，並切勿作出超速、爬頭或其他危險動作。若有學員觸犯上述情況而經勸籲仍不作出改善者，在為顧及道路使用者的安全下，導師有權終止其學習駕駛課堂。

During driving lessons, learner(s) must drive safely according to the instructions provided by the driving instructor. All learner(s) must not attempt to drive exceeding the allowed speed limit, overtake unsafely or drive dangerously. In view of the safety of other road users, driving instructors may exercise his or her discretion to terminate the respective lesson for learner(s) who fails to comply with the instructions consistently.

## 5. 查詢及聯絡我們

- 5.1 如有任何查詢，請於辦公時間內（星期一至日及公眾假期，早上八時半至晚上九時半）致電 2967-7733 與本學院職員聯絡或發電郵至 [info@ankordriving.com.hk](mailto:info@ankordriving.com.hk)。

For any enquiries, please contact the School during office hours (Monday to Sunday and Public Holidays, 8:30 a.m. to 9:30 p.m.) at 2967-7733 or via email at [info@ankordriving.com.hk](mailto:info@ankordriving.com.hk).