

ROAD TRAFFIC ACT  
(Cap. 69:01)

**ROAD TRAFFIC (DRIVING SCHOOLS AND DRIVING INSTRUCTORS)  
REGULATIONS, 2015**

(Published on 9th January, 2015)

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SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Transport and Communications by section 130 as read with section 41 of the Road Traffic Act, the following Regulations are hereby made —

Part I — *Preliminary*

Citation	1. These Regulations may be cited as the Road Traffic (Driving Schools and Driving Instructors) Regulations, 2015.
Interpretation	2. In these Regulations, unless the context otherwise requires — “agent” means a person who acts on behalf of a holder of a driving school permit; “accreditation” means the recognition granted to a training institution and assessment centre under regulation 5 of the Accreditation of Vocational Training Institutions and Assessment Centres Regulations;
Cap. 47:04 (Sub. Leg.)	“authorisation of foreign driving instructor’s certificate” means a certificate issued under regulation 29;
Cap. 42:01	“company” has the meaning assigned to under the Companies Act; “Department” means the Department of Road Transport and Safety; “driver training” means an instruction given to a person in a classroom or in a motor vehicle that is designed to — (a) improve the person’s driving skills; (b) train the person to qualify for a particular class of licence; or (c) train the person to be a driving instructor; “driving instructor” means a person certified as an instructor under section 41 of the Act; “driving instructor’s certificate” means a certificate issued under section 41 of the Act; “driving school permit” means a driving school permit issued under regulation 5; “driving test” means a driving examination to determine whether or not a person is competent to hold a driving instructor’s certificate of a particular class; “dual-pedal-system” means an extra clutch, brake and accelerator on the left side which is — (a) attached to the existing system on the right side; and (b) under the control of the driving instructor in the left front seat; “programme” means a scheme of proceedings for a course of study, or a structured pathway of learning or training leading to an award; and “transport inspector” means an officer of the Department who ensures compliance with the road transport laws.

PART II — *Driving School Permit Requirements*

3. (1) A person shall not operate the business of a driving school unless —
- (a) the person holds a driving school permit issued under these Regulations;
  - (b) the driving school business is registered under the Companies Act;
  - (c) the name of the driving school business is not likely to mislead the public or be confused with other driving school businesses or government institutions;
  - (d) words such as “academy”, “college” or “institute” are, for accreditation purposes, not used in the name of the driving school unless the driving school meets the standards set by the Department and by the Botswana Training Authority established under section 3 of the Vocational Training Act; and
  - (e) facilities appropriate for the type of training to be provided are approved by the local authority in the district in which the business is being carried out.

Driving school permit required to operate driving school

Cap. 47:04

(2) Subregulation (1) does not apply to a driver training academy owned by the Government.

(3) Any person who contravenes subregulation (1) shall be guilty of an offence and liable to a fine not less than P1000, but not more than P5000, or imprisonment for a term of not less than six months but not more than two years, or to both.

4. (1) An application for a driving school permit shall be made to the Director by filling in the applicable parts in Form DL 11 as set out in the Schedule.

Application for driving school permit

(2) An application for a driving school permit under subregulation (1) shall be accompanied by —

- (a) where the applicant is an individual —
  - (i) a police criminal record clearance certificate that shows that the applicant has not within the preceding two years before the application been convicted of an offence under the criminal Laws of Botswana,
  - (ii) a valid national identity card, where the applicant is a citizen of Botswana or a passport where the person is not a citizen or resident of Botswana,
  - (iii) accreditation certificate of the driving school, and
  - (iv) names of certified driving instructors to be employed;
- (b) where the applicant is a company —
  - (i) a certified copy of company registration,
  - (ii) a resolution from the board of directors,
  - (iii) the constitution of the applicant and other incorporating documents,
  - (iv) a certified copy of accreditation certificate of the driving school, and
  - (v) names of certified driving instructors to be employed; and
- (c) where the applicant is a partnership —
  - (i) consent of the majority of the partners,
  - (ii) a certified copy of accreditation certificate of the driving school, and
  - (iii) names of certified driving instructors to be employed.

Issue of  
driving school  
permit

(3) An applicant for a driving school permit shall submit all motor vehicles, motorcycles or mopeds which are intended to be used for driver training to the Department for an inspection to ensure their roadworthiness.

(4) The Director may give driving schools which were in existence before these Regulations came into force a period of 24 months from the date of publication of these Regulations to comply with these Regulations.

5. (1) Where the Director is satisfied that the applicant has —

- (a) complied with the requirements of regulations 3 and 4; and
- (b) classrooms and offices that are appropriate for the type of training to be provided,

the Director shall, on payment of a fee of P300 by the applicant, issue a driving school permit, to the applicant in Form DL 11A set out in the Schedule.

(2) A driving school permit —

- (a) shall be valid for a period of one year from the date of issue;
- (b) specify the driving class that the driving school is authorised to train;
- (c) shall bear the name, address and the location of the driving school;
- (d) may be subject to such terms and condition as the Director considers necessary; and
- (e) shall at all times be available for inspection.

(3) The Director may reject an application for a driving school permit where —

- (a) within the preceding two years before the application, the applicant was convicted of any offence under the Act;
- (b) the applicant does not have adequate facilities for the type of training to be provided;
- (c) the vehicles intended for use by the driving school are not roadworthy;
- (d) the applicant or the applicant's agent provides false statement in the application; or
- (e) the applicant or the applicant's agent refuses to provide information required by the Director.

(4) Where the Director rejects an application for a driving school permit, he shall provide reasons why the application was rejected.

(5) Any person aggrieved by the decision of the Director, may within 21 days of notification of the decision, appeal to the Minister in writing.

Renewal of  
driving school  
permit

6. (1) A driving school permit may be renewed by applying to the Director by filling in the applicable parts in Form DL 11 as set out in the Schedule for a further period of one year from the date of its expiry and thereafter for further periods of one year from the date of each subsequent expiry.

(2) An application for renewal in terms of subregulation (1) shall be made not later than 30 days before the date of the expiry of the driving school permit.

(3) Where the applicant has complied with the requirements of regulation 4, the Director shall on payment of a fee of P200, endorse such renewal on the driving school permit and may attach any conditions to the renewal as he may determine.

(4) Any application for renewal made to the Director after 30 days of the expiry of the driving school permit shall be treated as a new application and the conditions under regulation 5 shall apply.

7. (1) A driving school permit holder whose permit is lost, destroyed, damaged or defaced may, by application made to the Director by filling in the applicable parts in Form DL 11 as set out in the Schedule, and on payment of a fee of P200, obtain a duplicate driving school permit.

Issue of duplicate driving school permit

(2) Where a driving school permit which has been lost and replaced is recovered, the holder of a driving school permit shall immediately return the duplicate driving school permit to the Director and the holder of the driving school permit shall not be refunded any money paid for a duplicate driving school permit.

8. (1) A driving school permit shall not be hired, ceded, not transferrable transferred or in any way be given to any other person.

Driving school permit not transferrable

(2) Any person who contravenes subregulation (1) shall be guilty of an offence and liable to a fine of not less than P1000, but not more than P5000, or imprisonment for a term of not less than six months but not more than two years, or to both.

9. (1) The Director may suspend wholly or in part, a driving school permit for a period not exceeding 12 months if –

Suspension or revocation of driving school permit

- (a) there is non-compliance with any condition of the driving school permit;
- (b) the holder of the driving school permit purports to hire, cede or transfer or in any way give the driving school permit to any other person; or
- (c) the holder of the driving school permit contravenes the Act,

and the Director may specify in the suspension order, what activities the driving school permit holder shall engage in during the suspension period.

(2) The Director may revoke a driving school permit if –

- (a) the Director reasonably believes that it is in the interest of the public to do so; or
- (b) the driving school permit holder, director or partner of the driving school permit holder repeatedly violates the conditions of the driving school permit.

(3) The Director shall give notice, in writing, to the driving school permit holder of the decision to suspend or revoke a driving school permit under subregulations (1) and (2) and shall give reasons for such decision.

10. (1) A holder of a driving school permit shall –

Display of driving school permit

- (a) display a certified copy of the driving school permit in the motor vehicle used for training drivers; and
- (b) display the original copy in the premises used for the business of the driving school.

(2) Where a permit is issued subject to terms and conditions, the holder of the driving school permit shall display such terms and conditions in the premises used for the business of the driving school.

(3) Any person who contravenes subregulations (1) or (2) shall be guilty of an offence and liable to a fine of not less than P100, but not more than P200, or imprisonment for a term of not less than one month, but not more than six months, or to both.

11. (1) A holder of a driving school permit shall, on demand by a transport inspector, police officer or any authorised person produce the driving school permit for inspection.

Driving school permit to be produced for inspection

(2) Any person who contravenes subregulation (1) shall be guilty of an offence and liable to a fine of not less than P1000, but not more than P5000, or imprisonment for a term of not less than six months but not more than two years, or to both.

PART III — *Driving School Permit Holder's Responsibilities*

- Provision of training programmes**
- 12.** A holder of a driving school permit shall provide a training programme which ensures that learner drivers of motor vehicles —
- (a) are able to recognise and assess the seriousness of traffic dangers or risks;
  - (b) are able to have sufficient command of their motor vehicles not to create dangerous situations and the learner drivers are able to react appropriately should dangerous situations occur;
  - (c) are able to detect any major technical faults in their motor vehicles;
  - (d) understand all the factors which affect driving behaviour, and in particular alcohol use, fatigue and poor eyesight;
  - (e) help ensure the safety of all road users and show respect to others; and
  - (f) comply with road traffic laws.
- Driving instructors employed by driving school permit holder**
- 13.** (1) A holder of a driving school permit shall employ a driving instructor who is duly certified under these Regulations.
- (2) Where a holder of a driving school permit employs more than two driving instructors, he shall designate at least one senior driving instructor who has at least four years experience as driving instructor for the class of vehicles for which the driver training is given at the driving school.
- (3) Subregulation (2) shall not apply to a driving academy operated by the Department or any Government institution.
- (4) A holder of a driving school permit who contravenes subregulation (1) shall be guilty of an offence and liable to a fine of not less than P1000, but not more than P5000, or to imprisonment for a term of not less than six months but not more than two years, or to both.
- Disclosure to trainees**
- 14.** (1) A holder of a driving school permit shall disclose the following information to learner drivers —
- (a) accreditation status of the driving school;
  - (b) assessment criteria;
  - (c) course content;
  - (d) course fees;
  - (e) the duration of each lesson;
  - (f) driving school permit; and
  - (g) driving instructor's certificates.
- (2) A holder of a permit who fails to provide information as required under subregulation (1) shall be guilty of an offence and liable to a fine of not less than P1000, but not more than P5000, or imprisonment for a term of not less than six months but not more than two years, or to both.
- Passengers in motor vehicle**
- 15.** (1) Except in accordance with this regulation, a holder of a driving school permit shall not allow any person other than a learner driver or a driving instructor to be a passenger in a motor vehicle while it is being used for driver training.
- (2) The following people may be passengers in a motor vehicle while it is being used for driver training —
- (a) the holder of a driving school permit or manager of the driving school;
  - (b) a driving test examiner; or
  - (c) a transport inspector.
- (3) A holder of a driving school permit shall not allow more than four people to ride in a motor vehicle that is being used for driver training.

**16.** A holder of a driving school permit or an owner of a motor vehicle, other than a motor cycle or moped used by a driving school to provide driver training to a person who holds a Class B provisional licence, shall ensure that the motor vehicle has —

Motor vehicle equipment

- (a) dual-pedal-system which has been fitted in accordance with Form DL 14 set out in the Schedule;
- (b) is fitted with at least four seats with seatbelts;
- (c) a securely attached inside mirror for the driving instructor; and
- (d) a left hand outside mirror.

**17.** (1) The holder of a driving school permit or the owner of a motor vehicle used for driver training shall maintain the motor vehicle in good mechanical condition.

Condition of vehicle

(2) The holder of a driving school permit or owner of a motor vehicle shall, where the model of the motor vehicle is not of the current year, keep, in the motor vehicle, an inspection report by a technician approved by the Director, showing that the motor vehicle has passed a mechanical inspection within the preceding six months.

(3) A holder of a driving school permit shall ensure that a driving school or a driving instructor employed by the driving school does not use a motor vehicle whose model year is not the current year unless such vehicle has been inspected and has passed the inspection.

(4) The Director may, at any time, by notice in writing, require the owner of a motor vehicle used in driver training to submit such motor vehicle for inspection by a motor vehicle examiner.

**18.** The holder of a driving school permit or the owner of a motor vehicle, motorcycle or a moped used for driver training by a driving school shall ensure that the motor vehicle, motorcycle or moped has a sign which —

Marking on motor vehicle, motorcycle or moped

- (a) is securely mounted on the motor vehicle, motorcycle or moped;
- (b) complies with the Road Traffic Regulations;
- (c) is clearly visible at all times to other drivers in front and behind the motor vehicle, motorcycle or moped; and
- (d) in the case of a roof sign, is aerodynamically manufactured and visible from a far distance to all road users.

**19.** A learner driver who is receiving driver training for a motor cycle or moped shall wear a distinctive red or orange outer garment displaying on the front and back a red “L” sign.

Distinctive garments

#### **PART IV — *Driving Instructor's Certificate Requirements***

**20.** (1) A person shall not instruct or supervise any person in the driving of a motor vehicle on a road in accordance with section 41 of the Act unless the person —

Driving instructor's certificate required to instruct learner drivers

- (a) holds a valid driving instructor's certificate;
  - (b) is employed by a driving school;
  - (c) is at least 21 years of age; and
  - (d) has attained a minimum of Junior Certificate.
- (2) Subregulation (1) shall not apply in relation to a —
- (a) driving instructor employed by the Department; or
  - (b) teacher employed by the ministry responsible for education to provide classroom training.

Application  
for driving  
instructor's  
certificate

**21.** (1) An application for a driving instructor's certificate shall be made to the Director by filling in the applicable parts in Form DL 12 set out in the Schedule.

(2) An application for a driving instructor's certificate under subregulation (1) shall be accompanied by a —

- (a) police criminal record clearance certificate;
- (b) certified copy of national identity card where the applicant is a citizen of Botswana or passport where the applicant is not a citizen or resident of Botswana;
- (c) health form as set out in the Ninth Schedule to the Road Traffic Regulations; and
- (d) certified copy of academic qualifications.

(3) An applicant for a driving instructor's certificate shall —

- (a) hold a valid driving licence in any classes of A, B, C, D, E, F or H issued in Botswana;
- (b) have at least two years driving experience in class B driving licence;
- (c) successfully completed a course of instruction and training;
- (d) pass examinations set by the Director; and
- (e) pay the driver training fee set out in the First Schedule to the Road Traffic Regulations.

(4) An applicant for a driving instructor's certificate shall undergo a test of knowledge and skills in driving motor vehicles with the following minimum requirements —

- (a) a theory test in the form of 45 multiple choice questions, with a pass mark of at least 40 correct answers;
- (b) parking exercises in a closed area; and
- (c) a road test of at least 45 minutes.

(5) The team for practical testing of applicants for driving instructor's certificate shall be determined by the Director.

Issue of  
driving  
instructor's  
certificate

**22.** (1) Where the Director is satisfied that the applicant complies with the requirements of regulation 22, the Director shall, on payment of a fee of P260 by the applicant, issue a driving instructor's certificate to the applicant in Form DL 13 set out in the Schedule.

(2) A driving instructor's certificate —

- (a) shall specify the type and licence class of driver training the driving instructor is authorised to give;
- (b) may be subject to such terms and conditions as the Director considers necessary; and
- (c) shall remain the property of the Department.

(3) The Director may reject an application for a driving instructor's certificate where —

- (a) within the preceding two years before the application, the applicant was convicted of an offence under the Act;
- (b) the applicant provides false information in the application; or
- (c) the applicant refuses to provide information required by the Director.

(4) Where the Director rejects an application for a driving instructor's certificate, he shall provide reasons.

23. (1) A driving instructor's certificate may be renewed by application made to the Director by filling in the applicable parts in Form DL 12 set out in the Schedule for a further period of one year from the date of its expiry and thereafter for further periods of one year from the date of each subsequent expiry.

Renewal of driving instructor's certificate

(2) An application for renewal of a driving instructor's certificate in terms of subregulation (1) shall be —

- (a) made not later than 30 days before the date of the expiry of the driving instructor certificate; and
- (b) accompanied by proof that the applicant attended an annual refresher course referred to in regulation 31.

(3) Where the applicant complies with the requirements of regulation 22 and has attained a pass mark of at least 55 percent, the Director shall on payment of a fee of P100, endorse such renewal on the driving instructor's certificate and may attach any conditions to the renewal as he may determine.

(4) Any application for renewal made to the Director after 30 days of the expiry of the driving instructor's certificate shall be treated as a new application.

24. (1) A driving instructor's certificate shall not be hired, ceded, transferred or in any way given to any other person.

Driving instructor's certificate not transferrable

(2) Any person who contravenes subregulation (1) shall be guilty of an offence and liable to a fine of not less than P1000, but not more than P5000, or imprisonment for a term of not less than six months but not more than two years, or to both.

25. (1) Any person who applies for the replacement of a driving instructor's certificate which is lost, destroyed, damaged or defaced in terms of section 41 (14) and (15) of the Act may do so by filling in the applicable parts in Form DL 12 as set out in the Schedule, and on payment of a fee of P100 obtain a duplicate driving instructor's certificate.

Issue of duplicate driving instructor's certificate

(2) Where a driving instructor's certificate which has been lost and replaced is recovered, the driving instructor shall immediately return the duplicate driving instructor's certificate to the Director.

26. (1) The Director may suspend a driving instructor's certificate if —

Suspension or revocation of driving instructor's certificate

- (a) there is non-compliance with any condition of the driving instructor's certificate;
- (b) the holder purports to hire, cede or transfer or in any way whatsoever make over the driving instructor's certificate to any other person; or
- (c) the holder of the driving instructor's certificate contravenes the Act.

(2) The Director may revoke a driving instructor's certificate where —

- (a) he reasonably believes that it is in the interest of the public to do so; or
- (b) the holder of the driving instructor's certificate repeatedly violates the conditions of the driving instructor's certificate.

(3) The Director shall give notice in writing to the holder of a driving instructor's certificate of the intention to suspend or revoke a driving certificate under subregulations (1) and (2) and shall give reasons for such intention.

27. (1) A holder of a driving instructor's certificate shall, on demand by a transport inspector, a police officer or any authorised person, produce the driving instructor's certificate for inspection.

Driving instructor's certificate to be produced for inspection

(2) Any person who fails to produce a driving instructor's certificate for inspection shall be guilty of an offence and liable to a fine of not less than P1000, but not more than P5 000, or imprisonment for a term of not less than six months but not more than two years, or to both.

**28.** (1) A person who holds a driving instructor's certificate issued outside Botswana shall apply to the Director for an authorisation of foreign driving instructor's certificate in Form DL 11B set out in the Schedule.

(2) An application under subregulation (1) shall be accompanied by —

- (a) a certified copy of the foreign issued certificate;
- (b) a police criminal record clearance certificate from Botswana, where the applicant is a citizen of Botswana or where the applicant is not a citizen or resident of Botswana, from the country where the applicant is a citizen or resides from;
- (c) certified copy of national identity card where the applicant is a citizen of Botswana, or passport where the applicant is not a citizen or resident of Botswana; and
- (d) particulars of the preparatory course attended indicating —
  - (i) the year the preparatory course was taken and the course content,
  - (ii) the course sponsor and location,
  - (iii) the length of the course,
  - (iv) the number of hours received during the theory portion of the driving instructor preparatory course,
  - (v) the number of hours received in the car training, and
  - (vi) post course experience.

(3) Where the Director is satisfied that the information submitted to him meets the requirements and additional driving instructor's training is not required, the Director may issue an authorisation of foreign driving instructor's certificate to the applicant in Form DL 11C set out in the Schedule.

(4) The Director may, if he is of the opinion that additional driving instructor's training is necessary before the applicant is issued with an authorisation of foreign driving instructor's certificate, then the Director may direct that such applicant undergo additional driving instructor's training.

**29.** A person who applies for a driving instructor's certificate shall complete a course of study at a recognised driver academy for driving instructors which a course of study shall meet, but not limited to the following requirements —

- (a) a minimum of 20 hours of driving instructor's training on —
  - (i) the Road Traffic Act and its regulations,
  - (ii) the licencing system,
  - (iii) the highway code and rules of the road, and
  - (iv) insurance matters;
- (b) a minimum of 120 hours of theory driving instructor's training on —
  - (i) fitness to drive,
  - (ii) reaction to risks or dangerous situations,
  - (iii) use, risks and importance of traffic routes,
  - (iv) warning signals for speed and distance,
  - (v) traffic controls by traffic lights,
  - (vi) right of way,
  - (vii) traffic controls by the police,
  - (viii) road signs and level crossings,
  - (ix) driving manoeuvres,
  - (x) securing, towing and technical conditions related to parked vehicles, and
  - (xi) passenger and goods transport and combinations of vehicles;

- (c) a minimum of 10 hours of practical driving instructor's training in a closed area on —
  - (i) turning in the road,
  - (ii) alley docking in reverse from left and forward from the right side,
  - (iii) parallel parking in reverse from the left side,
  - (iv) angle parking forward from the left side, and
  - (v) incline start;
- (d) a minimum of 15 hours of practical training inside a built up area;
- (e) a minimum of four hours outside built up areas;
- (f) a minimum of two hours training during darkness;
- (g) a minimum of seven hours in how to teach a learner theory, yard and road training; and
- (h) a minimum of basic first aid training.

**30.** A driving instructor shall attend, at least once a year, refresher courses, offered seminars, conferences, workshops or special courses in training techniques in order to improve his professional abilities.

Refresher courses

**31.** (1) The Director may issue a driving instructor's certificate that authorises the holder to give driver training in the operation of motorcycles, earthmoving machines or tractors to an applicant where —

Motorcycle instructor permit

- (a) the applicant has at least two years driving experience as a holder of a licence of class A, F or H; or
- (b) has a driving licence issued by foreign jurisdiction which, in the Director's opinion is the equivalent of class A, F, or H operator's licence.

(2) The applicant shall provide the Director with a health form as set out in the Ninth Schedule to the Road Traffic Regulations.

#### PART V — *General*

**32.** (1) The Director may at any time review, inquire or investigate as he may consider necessary —

Director's powers

- (a) the operations of a driving school;
- (b) the performance of learner drivers of a driving school;
- (c) the performance of a driving instructor; or
- (d) a driving school permit or driving instructor's certificate issued under these Regulations.

(2) The Director may give general directions regarding the operations of driving schools and the conducting of driving tests including but not limited to the following —

- (a) the use or non-use of specific practices relating to good driver training or driver examining principles;
- (b) the use or non-use of specific or general regarding good driving principles; and
- (c) the use of new training program required by the Department.

(3) The Director may exercise his powers under subregulation (2) by the issuance of notices in writing and may, in so doing summon driving instructors and holders of driving school permits for meetings at such places as he may designate.

(4) Any person who fails to comply with a direction issued by the Director under this regulation shall be guilty of an offence and liable to a fine not more than P5000, or imprisonment of a term not more than two years, or to both.

Keeping of records

**33.** (1) A holder of a driving school permit shall keep records of the driving school and shall, upon request, make them available to the Director or any authorised person for inspection.

(2) The Director or any person authorised by the Director may examine the records of the holder of a driving school permit during regular business hours at the place of business of the driving school permit holder.

(3) The holder of a driving school permit shall produce the permit and all records for examination when requested to do so by the Director or inspectors from the Department.

(4) The holder of a driving school permit who, without reasonable cause fails or refuses to produce the permit or records for examination when requested to do so under subregulation (3) shall be guilty of an offence and liable to a fine not less than P1000, but not more than P5000, or imprisonment for a term not less than six months but not more than two years, or to both.

Disclosure of information

**34.** (1) A holder of a driving school permit shall not disclose personal information about any learner driver to any other person other than the transport inspector or a police officer.

(2) Notwithstanding subregulation (1), a learner driver may give written consent to the disclosure of his personal information.

Submission of information on closure

**35.** (1) A holder of a driving school permit shall, where the driving school ceases to operate —

(a) immediately notify the Director, in writing, of the name, address and phone number of the person who will keep the records of the driving school; and

(b) return all unused forms and materials relating to the operation of the driving school which were supplied by the Department.

(2) A holder of a driving school permit named in the notice under subregulation (1) (a) shall keep the records in accordance with regulation 34.

SCHEDULE

Form DL 11

APPLICATION FOR DRIVING SCHOOL PERMIT

(reg. 4 (1), reg. 6 (1), reg. 7 (1))

(Please tick (✓) the applicable box)

**Notes:**

1. This application must be signed by the person requiring the permit or, if made by any corporate body or partnership firm, by a duly authorised person in that behalf by such body, or partner of the partnership firm, as the case may be.
2. All information required below must be given; it is not sufficient to write "as before" etc. Additional information may be given on a separate sheet of paper if there is insufficient room on the form.

Requirements for application

- A copy of a valid National ID card (of Applicant and/or Owner)
- Accreditation Certificate (issued by local Accreditation Authority)
- Certified Copy of Company Registration (issued by Registrar of Companies)
- A resolution from Board of Directors, **\*where the Applicant is a company**
- Consent of the Majority of the Partners, **\*where the Applicant is a Partnership**
- INITIAL APPLICATION
- RENEWAL APPLICATION
- DUPLICATE APPLICATION
- BRANCH OFFICE APPLICATION (extension)

**DRIVING SCHOOL DETAILS**

Name of Driving School:..... R.O.C. No:.....  
(Registrar of Companies No.)

Details of the applicant:

Full name of the applicant(s):.....

Identity of the owner(s):.....(**Omang for Citizens, Residence permit/exemption certificate, or authorised representative and passport for non-citizens**)

Postal Address.....

Physical Address: .....

Telephone Number: .....

Cell Number: .....

E-mail address: .....

The applicant is:

- 100% foreign owned
- more than 50% foreign owned
- 50% citizen/foreign owned
- less than 50% foreign
- 100% citizen owned

List of Directors and Shareholders

Name	Address	Contact	Title (Director, MD, GM, CEO)	Share %

(If additional space is required, please use & attach separate piece of paper)

Were any of the above individuals previously licensed for a Driving School?

YES  NO

If yes, write previous Driving School name:.....

At the previous Driving School indicate your role

- Owner
- Partner
- Instructor
- Freelancer

If you no longer hold any position of responsibility at the previous Driving School give reasons

.....  
.....

INSURANCE POLICY NUMBER

Registration Number	Make of vehicle	Insurance certificate number	Colour of vehicle	Chassis number

(If additional space is required, please use & attach separate piece of paper)

I, the undersigned, hereby certify that I am..... of the above driving school and that the information contained in this application is true to the best of my knowledge and belief that the said school shall be conducted in full compliance with all applicable laws and regulations governing Driving Schools in Botswana.

Applicant Name:..... Signature of Applicant:.....  
(Authorised representative)

NB: False statements are punishable by fine, imprisonment, or both under the law and may result in the Permit being revoked and/or cancelled.

For Official use Only

Application approved

Application not approved

Reasons if not Approved:

.....

.....

.....

.....

(If additional space is required, please use & attach separate piece of paper)

Name: ..... Signature: .....

Date: .....

Form DL 11A –

DRIVING SCHOOL PERMIT  
(reg. 5 (1))



Republic of Botswana

No. ....Valid from.....to.....

Name of permit holder: .....

Name of Driving School: .....

Physical address.....

Postal address.....

The Driving School is licensed to train the following Classes:

.....  
This Driving School permit, entitles the holder thereof to use the authorised vehicles specified below, in accordance with the provisions of the Road Traffic Act. Subject to any other conditions attached to this permit, to train drivers for any class as specified in the application.

Registration Number	Make of vehicle	Insurance certificate number	Colour of vehicle	Chassis number

Fee paid.....Permit fee receipt No. ....

Date stamp

Authorized officer: Name in full.....(print names)

Signature:.....

Note: This permit shall be issued only upon presentation of relevant registration documents and valid certificate of roadworthiness certificate.

Endorsements: .....

.....  
.....

Form DL 11 B

APPLICATION FOR AUTHORISATION OF FOREIGN DRIVING  
INSTRUCTOR'S CERTIFICATE  
(reg. 28 (1))

(Please tick (✓) the applicable box)

**Notes:**

1. This application must be signed by the person requiring the certificate.
2. All information required below must be given; it is not sufficient to write "as before" etc. Additional information may be given on a separate sheet of paper if there is insufficient room on the form.

**Requirements for application:**

- A copy of a valid National ID card of Applicant for citizens
- A copy of a valid passport
- Proof of stay in a foreign country for citizens
- A copy of a valid residence permit
- A copy of a valid work permit
- A copy of a valid driving license (validated by the issuing authority)
- An offer letter from a recognized prospective employer
- Police clearance certificate from country of origin
- Accreditation Certificate (issued by local Accreditation Authority)

**Details of the applicant:**

Full name of the applicant:.....

Postal Address: .....

Physical Address: .....

Telephone Number: .....

Cell Number:.....Fax:.....

E-mail address: .....

Indicate proposed place of operation.....

Indicate the Driving License class(es) certified to instruct:.....

I, the undersigned, hereby certify that the information provided in this application is true to the best of my knowledge and shall be in full compliance with all applicable laws and regulations governing Driver Training in Botswana.

Applicant Name:.....Signature of Applicant:.....

For Official use Only

Application approved

Application not approved

Reasons if not Approved:.....  
.....  
.....

Name:.....Signature:.....Date:.....

Form DL 11C

AUTHORISATION OF FOREIGN DRIVING INSTRUCTOR'S CERTIFICATE  
(reg. 28 (3))

Name of Applicant:

Passport Number:  Nationality:

Gender:

Date of Issuance:  Place of Issue:

Driving License Number:

Class of vehicles authorised to train:

Work Permit Number:  Residence Permit Number:

Authorisation Number:

Driving School name:

Place of Operation:

Date of Issue:  Expiry of Date:

Photograph

*\*The aforesaid is hereby authorised to use this permit as per Section 41 of the ROAD TRAFFIC ACT to operate as a Driving Instructor in Botswana.*

.....  
Applicant's Signature

.....  
For/Director

Office stamp

Form DL 12

APPLICATION FOR DRIVING INSTRUCTOR'S CERTIFICATE  
(reg. 21 (1), reg. 23 (1))

(Please tick (✓) the applicable box )

**Notes:**

1. This application must be signed by the person requiring the certificate.
2. All information required below must be given; it is not sufficient to write "as before" etc. Additional information may be given on a separate sheet of paper if there is insufficient room on the form.

*Requirements for application*

- A copy of a certified valid National ID card of Applicant (for foreign applicants: copy of a certified valid passport, copy of a certified valid residence permit, copy of a certified valid work permit)
- A copy of a certified valid Driving Licence
- Police clearance certificate (for foreigners from country of origin)
- A copy of Accreditation Certificate (issued by local Accreditation Authority)
- Holding a Driving Licence which is not less than two years in existence
- Minimum of Junior Secondary Certificate (certified copy)

**Details of the applicant:**

Full name of the applicant:.....

Postal Address: .....

Physical Address: .....

Telephone Number: .....

Cell Number: ..... Fax:.....

E-mail address:.....

Indicate proposed place of operation:.....

Indicate the Driving License class(es) certified to instruct .....

I, the undersigned, hereby certify that the information provided in this application is true to the best of my knowledge and shall be in full compliance with all applicable laws and regulations governing Driver Training in Botswana.

Applicant Name:..... Signature of Applicant: .....

For Official use Only

Application approved

Application not approved

Reasons if not Approved:.....  
.....  
.....  
.....

Name:..... Signature:..... Date:.....

Form DL 13  
(reg. 22 (1))

	<b>Driving Instructor Certificate</b> <b>Road Traffic Act (Cap. 69:01) Section 41</b>	
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*Particulars of the person:*

Name, Surname:		OMANG	
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Postal address:	
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Name of Driving School:		Location:	
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**is authorised to train:**

Class(es):						<b>Driv. Lic. No</b>	
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DRTS Permit No.:		Permit due since:		Expiry date:	
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DRTS ACADEMY <b>*Full Course*</b> attended for Class B		Date:	
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Remarks: Please inform DRTS about any changes in the above particulars. The permit must be carried whilst providing training.

Photograph	Issued on:		by:	
				For/Director of Road Transport and Safety

Form DL 14

SCHEDULE FOR DUAL PEDAL CONTROLS  
(reg. 16 (a))



Republic of Botswana

“Dual control brake” means an extra braking system of a type approved by the Department that is installed in a motor vehicle so that it is —

- (i) attached to the existing foot brake of the vehicle, and
- (ii) under the control of a driving instructor on the left front seat of the vehicle;

DUAL PEDAL/ TYPES ACCEPTABLE	DESCRIPTION	INSPECTION REQUIREMENTS	COMMENTS
<ul style="list-style-type: none"> <li>• One control being the brakes only</li> <li>• Three dual pedals</li> </ul>	<ul style="list-style-type: none"> <li>• Be of similar size as those on the driver's side.</li> <li>• Be of non-slippery foot pad.</li> <li>• Dual control brake for motor vehicles used for Class B driver training.</li> <li>• Except as provided in the regulations, a motor vehicle used to provide driver training for a Class B driver's license must be equipped with a dual control brake.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the vehicle complies with all requirements for the modification.</li> <li>• Prohibit the vehicle(s) if modifications do not comply with requirements.</li> <li>• Recommend to operators of vehicles with an unsuitable installation to return to the installer of the dual control assembly.</li> </ul>	<ul style="list-style-type: none"> <li>• When assessing individual installations, the auxiliary controls must be located as far forward as practicable and able to be operated in a satisfactory and effective manner.</li> <li>• The range of the passenger side seat adjustment must be taken into consideration.</li> <li>• In all instances, the height of the auxiliary pedals and direction of travel must be as similar as is practicable to the driver's side controls.</li> </ul>

MADE this 11th day of December, 2014.

TSHENOLO MABEO,  
*Minister of Transport and Communications.*