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PART I : SECTION (I) — GENERAL

Government Notifications

L.D.B. 24/51(ix).

THE MOTOR TRAFFIC ACT (CHAPTER 203)

REGULATIONS made by the Minister of Transport under Section 237 read with Section 122 and Part VIIA of the Motor Traffic Act (Chapter 203).

NIMAL SIRIPALA DE SILVA,
Minister of Transport and
Civil Aviation.

Colombo,
20th October 2015.

Regulations

These regulations may be cited as the Motor Traffic (Driving Schools, Driving Instructors and Assistant Driving Instructors) Regulations No. 1 of 2015 and shall come into operation -

- (a) in respect of new driving schools, from the date of publication in the Gazette ; and
- (b) in respect of existing driving schools, with effect from January 1, 2017.

PART I

DRIVING SCHOOLS

1. Every Driving School shall be registered with the Commissioner General of Motor Traffic (hereinafter referred to as the “Commissioner General”)

2. All Driving Schools shall be categorized as “A”, “B” and “C” according to the standard specified under paragraph 9.

3. Any persons who applies for registration of the business of a Driving School shall -



- (a) be a citizen of Sri Lanka ;
- (b) be at least 25 years of age ;
- (c) not be an employee of a Government or a Semi Government organization other than those who are involved as driving instructor under the respective institute ;
- (d) maintain a permanent office housed in a building with -
 - (i) facilities for delivering lectures with a displaying system model of a motor vehicle ;
 - (ii) facilities for technical training ; and
 - (iii) accommodation for parking vehicles ;
- (e) display notices indicating the fees charged for the course from the trainees as per format set out in Schedule I and the rules and conditions in respect of the training.
- (f) register the business as a business enterprise with the relevant Local Authority prior to making the application, notwithstanding any registration of the said business under the Companies Act, No. 7 of 2007 ; and
- (g) employ only Licensed Driving Instructors or Assistant Driving Instructors for conducting the training.

4. (1) Every Driving School which meets the standards applicable to a particular category under regulations 9 shall be registered with the Commissioner General. Any person who intends to carry on the business of a Driving School shall apply for a Driving School Licence by submitting an application to the Commissioner General, as set out in Schedule II of these regulations.

(2) An application for a license to carry on the business of a Driving School Categorized as A, B and C shall be required to pay the following registration fees to the Commissioner General

- (a) Category A - Rs. 20,000
- (b) Category B - Rs. 15,000
- (c) Category C - RS. 10,000

(3) The Commissioner General shall refer all applications for Driving School Licenses to the Board of Review and classify the Driving School on the recommendations of such Board. The Board of Review shall not consider Assistant Driving Instructors as Driving Instructors when determining the number of Driving Instructors required for the categories.

5. (1) Where an applicant has been granted a licence, such applicant shall be required to pay the following licence fee which shall apply for a period of two years and be renewed every two years thereafter.

- (a) Category A - Rs. 10,000
- (b) Category B - Rs. 7,500
- (c) Category C - Rs. 5,000

(2) The licence may be renewed upon application made to the Commissioner General, as the case may be, not less than 30 days prior to the expiry of the licence. Where an application has not been made for the renewal of the Driving School licence within the specified period, a penalty of Rs. 500, Rs. 375 and Rs. 250 shall be charged for the said categories respective each month in addition to any other fines.

(3) A licence issued may be renewed by an endorsement of the Commissioner General, that it is a renewal of the licence issued.

6. The person who carries on a business of a Driving School shall -

- (a) report to the Commissioner General within one week of any changes to the respective Driving School ;
- (b) issue a receipt for fees received from learners and retain the duplicate or counterfoil ;
- (c) include the licence number of the Driving School in any correspondence, notice or advertisement \regarding the Driving School ;
- (d) not issue or publish any notice or advertisement which is misleading and deceptive ;
- (e) to obtain prior approval of the Commissioner General for publishing notices and printing advertisements.
- (f) not engage any person as a Driving Instructor or Assistant Driving Instructor who does not possess a valid Driving Instructors Licence ;
- (g) only use a vehicle for which a Certificate of Fitness has been issued and approved by the Department for training purposes ;
- (h) not engage or permit the instructors to engage in any malpractice or irregularity ;
- (i) be responsible for proper maintenance of records, registers, books and accounts ;
- (j) to make all payments of fees and charges required under these regulations ; and
- (k) be personally liable under any written law if the provisions of these regulations have not been complied with.

7. Every Driving School shall maintain a register which shall include the following information -

- (a) Name, address and age of trainees ;
- (b) Date of registration ;
- (c) Date of commencement of the training session, time of commencement at the wheel, kilometers driven, time of conclusion at the wheel, amount of lecture hours of theoretical training on mechanical knowledge, ethics, road signs and road rules ;
- (d) Instructors' names ; and
- (e) Vehicle numbers.

8. At the end of the training course the Driving School shall issued a Certificate to the learner stating that the training course has been successfully completed, to enable the learner to attach the said Certificate to the application for a Driving License at the time of the practical test.

9. All Driving Schools shall be categorized as "A", "B" and "C" and shall be required to maintain the following standards.

<i>Minimum standard for each Category of Driving Schools</i>				
	<i>Description</i>	<i>Category A</i>	<i>Category B</i>	<i>Category C</i>
1.	Type of Vehicles			
	(a) Heavy vehicles -	(i) One heavy motor lorry or one heavy motor coach (ii) One motor coach	One motor lorry or one motor coach	Not required
	(b) Light vehicles	One motor car or one dual purpose vehicle	One motor car or one dual purpose vehicle	One motor car or one dual purpose vehicle
	(c) Motor tricycles	One	One	One
	(d) Motor cycle less than 100 cc with clutch control	One	One	One
	(e) Motor cycle more than 100 CC with clutch control	One	One	One
2.	Licensed Driving Instructors -			
	(a) Class “A” Licensed Driving Instructor	A minimum of one Driving Instructor	A minimum of one Driving Instructor	At least one Driving Instructor from any one of the three classes
	(b) Class “B” Licensed Driving Instructor	A minimum of one Driving Instructor	A minimum of one Driving Instructor	
	(c) Class “C” Licensed Driving Instructor	A minimum of one Driving Instructor	A minimum of one Driving Instructor	
3.	Engage qualified lecturers in the fields of Automobile Technology, Ethics, Psychology and first aid	One lecturer from each field	One lecturer from each field	One lecturer from each field
4.	Minimum space needed to accommodate all the requirements including the office and the class room facilities (all requirements shall be within the same premises)	35 square meters	30 square meters	15 square meters

<i>Minimum standard for each Category of Driving Schools</i>				
	<i>Description A</i>	<i>Category B</i>	<i>Category C</i>	<i>Category</i>
5.	Display all sign boards and have a model with lighting system to demonstrate to students within the class room, and provide training on road signs and control of a motor vehicle	Shall be available and displayed all the time	Shall be available and displayed all the time	shall be available and displayed all the time
6.	Have a suitable class room for teaching the subjects of Ethics, Psychology, first aid and also Motor Mechanism together with all major parts of a motor vehicle including foot and hand brakes, steering, transmission, power train and front wheel and rear wheel, suspension.	Shall be available and displayed all the time	Shall be available and displayed all the time	Shall be available and displayed all the time
7.	Maintain and office with all records and registers determined by the Commissioner General	Shall maintain and produce whenever required	Shall maintain and produce whenever required	Shall maintain and produce whenever required

10. Any Driving School in Category “A” may hire or borrow a heavy motor lorry or a heavy motor coach for the purpose of training after signing an agreement or a contract with the owner of such vehicle. The conditions relating to the use of such vehicle for the purpose of training shall be specified by the Commissioner General and shall be included in the agreement or the contract.

11. (1) A person who carries on a business of a particular category of Driving School may make a request in writing to change the category of the licence of such Driving School. A processing fee of Rs. 4,000 shall be paid as for such purpose when making the request.

(2) A person who carries on a business of a Driving School may operate Driving Schools under the same name in more than one location, by making an application for each such additional location, together with the payment receipt of the registration fee for each additional location.

12. Classes of vehicles for which training shall be given by the categories of Driving Schools are as follows :

	<i>Classes of vehicles</i>	<i>Categories of Driving Schools that provide training</i>
1.	Motor cycle	A, B, C
2.	Light motor cycle	A, B, C
3.	Motor car	A, B, C
4.	Dual purpose motor vehicle	A, B, C
5.	Motor tricycle	A, B, C
6.	Motor tricycle van	A, B, C,
7.	Motor lorry	A, B,
8.	Light motor lorry	A, B
9.	Heavy motor lorry	A
10.	Motor coach	A, B
11.	Light motor coach	A, B
12.	Heavy motor coach	A
13.	Land vehicle	A, B, C
14.	Hand tractor	A, B, C
15.	Special purpose vehicle	A, B

PART II

DRIVING INSTITUTIONS AND ASSISTANT DRIVING INSTRUCTORS

13. There shall be three classes of Driving Instructors classified as “A”, “B” and “C” and one class of Assistant Driving Instructors

14. Any person who applies for a licence to work as a Driving Instructor or Assistant Driving Instructor shall

- (a) be a citizen of Sri Lanka ;
- (b) be not less than 23 years and not more than 65 years of age ;

Provided that, an extension may be given to renew the license of Driving Instructor or Assistant Driving Instructor upto 70 years of age, considering a special medical certificate issued by a medical officer of the National Transport Medical Institute or any other Government or Semi Government Institute authorized by the Commissioner General ; and

- (c) be in possession of a driving licence obtained at least five years prior to the date of application for the respective class he is applying for, as specified below the minimum requirement for each class shall be as follows :

- (i) Driving Instructor class “A”
Driving license for class “DE” or “CE” and A”
- (ii) Driving Instructor class “B”
Driving license for class “D” or “C” and A”
- (iii) Driving Instructor class “C”
Driving license for class “B, “BI” and “A”
- (iv) Assistant Driving Instructor
Driving license for class “B, “BI” and “A”

- (d) not be an employee of a Government or Semi Government Organization or other such Organization, those who are involved in driving instructor under the respective Organization :
15. (a) The application for a Driving Instructor's License or an Assistant Driving Instructor's Licence shall be made in the form set out in Schedule III of these regulations to the Commissioner General.
- (b) The application fee to obtain a Driving Instructor's License application or an Assistant Driving Instructor's License application shall be Rs. 2,000 shall be paid to the Commissioner General.
16. (a) Any person who applies for a Driving Instructor's License shall pass the G. C. E. (Ordinary Level) six subjects including language and mathematics with two credits in one attempt or an equivalent examination and shall have -
- (i) experience as an Assistant Driving Instructor for five years prior to the date of the application ; or
- (ii) five years experience and a valid Driving License to drive the vehicles of the class for which such applicant is applying to be an Instructor.
- (b) Any person who applies for an Assistant Driving Instructor's License, shall -
- (i) have passed grade eight proficiency examination or an equivalent examination ; and
- (ii) have three years' experience as an employee of a Driving School and shall submit proof of documentation comprising the Employees Provident Fund (EPF) Number and the Employees Trust Fund (ETF) Number :
- Provided however, documents comprising the Employees Provident (EPF) Number and Employees Trust Fund (ETF) Number shall not be required for a period of one year from the date on which these regulations are published.
17. Every Driving Instructor or Assistant Driving Instructor shall -
- (a) pass the examination for Instructors or Assistant Instructors conducted by the Department of Examinations or by the Commissioner General. The details of the examinations shall be published in the Government Gazette or newspapers.
- (b) satisfy the Commissioner General that he possesses and adequate knowledge of the Motor Traffic Act, traffic rules, highway code, method of teaching and instructing, safe driving, ethics, first aid, mechanical and technical knowledge and road safety ;
- (c) pass the practical test conducted by the Commissioner General ;
- (d) successfully complete the driver instructor course conducted by the Commissioner General.
18. Upon successful completion of the requirements specified in regulation 17, every Driving Instructor or Assistant Driving Instructor shall -
- (a) pay a license fee which shall apply for a period of two years as follows :
- (i) Driving instructor - Rs. 6,000/-
- (ii) Assistant Driving Instructor - Rs. 4,000/-
- (b) forward a medical certificate from the National Transport Medical Institute to ascertain if such instructor is fit to drive vehicles of every class for which the license has been issued ;

- (c) notify the Commissioner General of any change of his address within one week of such change ;
- (d) include his instructor license number in any correspondence, application, notice or advertisement relating to his business ; and
- (e) not made false or misleading statements in any notice or advertisement.

19. The Commissioner General shall issue a Driving Instructors Licence or Assistant Driving Instructors Licence on being satisfied with the requirements specified in these regulations for a period of two years.

20. (1) Every Driving Instructors Licence or Assistant Driving Instructors Licence shall be renewed every succeeding two years upon application made to the Commissioner General in the form set out in Schedule III of these regulations, not less than three months prior to the expiry of the said licenses. Upon receiving the application, Commissioner General shall examine and test the Driving Instructor or Assistant Driving Instructor and being satisfied direct the Driving Instructor or Assistant Driving Instructor to pay the renewal fees. Where an application has not been made for the renewal of the licenses within the specified period, a penalty of Rs. 275/- and Rs. 200/- shall be charged for the said Categories respective each month in addition to any other fines, if any.

(2) The license fee under regulation 18(a) shall be applicable when renewing the licence.

PART III

GENERAL PROVISIONS

21. Every vehicle used by Driving Instructors or the Assistant Driving Instructors for training purpose shall be-

- (a) tested and certified initially and thereafter once in every 6 months or when determined by the Commissioner General or an officer authorized by him in writing.
- (b) pasted with a stricker issued by the Department ;
- (c) insured (Comprehensive insurance cover) as a vehicle used for driver training.
- (d) fixed with a white plate on which the English letter 'L' of the required size in painted in red in terms of Section 123(2)(b)(iii) of Motor Traffic Act.

22. The Commissioner General may cancel any licence of a Driving School or of a Driving Instructor or Assistant Driving Instructor not conforming with the requirements referred to under the Act or under these regulations or under any other regulation made under the Motor Traffic Act, after such inquiry as he may deem necessary.

PART IV

SYLLABUS FOR TRAINING

23. Every Driving Instructor or Assistant Driving Instructor of a Driving School, shall conduct the training in conformity with the following syllabus and curriculum :

A. Technical knowledge which includes lectures and practical lessons :

- (a) Lectures shall be based on the following :
 - (i) basic principal of operating a motor vehicle ;
 - (ii) basic knowledge of the chassis, engine, gears, transmission, suspensions, steering wheel, brakes, tyre *etc.*, and the manner they are operated.

(iii) method of operating the steering wheel, clutch, brakes and accelerator.

(iv) instances of skidding, the manner of avoiding skidding and taking remedial actions on such occasion.

(v) driving in wet weather and fog.

(b) Practical Lessons - demonstration of the functioning of the above mentioned parts of vehicles by dismantling them from an unserviceable vehicle.

A minimum period of six hours for lectures and practical lessons shall be provided.

B. Road Rules and Signals :

Lectures shall be based on the following :

- (i) hand signals and electrical signals ;
- (ii) responsibilities and duties of a driver ;
- (iii) regulations related to road signs and signals content in the Highway Code ;
- (iv) correct use of the rear view mirror and the use of signals ;
- (v) high degree of skills in handling the vehicle, instruction on the observance of road rule, patience and consideration for other road users ;
- (vi) advantage of correct, accurate and early signaling at the correct times ;
- (vii) anticipation of actions of other road users and taking appropriate measures ;
- (viii) effects of fatigue, drugs and alcohol on the driver.

A minimum period of two hours for lectures on the above topics shall be provided.

C. Practical training

Practical training shall be based on the following :

- (a) behavior discipline on the wheel/driving etiquette, control of mental temperament when encountering stressful situations, avoidance of factors leading to stress on the road ;
- (b) steering control, commence driving normally, moving ahead, stopping, parking and reversing.
- (c) driving on an incline, passing and overtaking other vehicles ;
- (d) using reverse gear to move the vehicle backward into a restrictive opening to the left and to the right ;
- (e) turning the vehicle round on a road to face in the opposite direction using forward and reverse gear ;
- (f) behavior of a vehicle at a corner and under the influence of accelerating and braking, emerging braking and the method of applying brakes so that wheels will not get locked ;

- (g) correct lane discipline and correct vehicle positioning ;
- (h) correct approach and negotiation of all types of junctions and roundabouts ;
- (i) identification and correct control of vehicles at traffic hazards, pedestrian crossing, railway crossing and danger zones ; and
- (j) driving at night

A minimum period of twenty hours for practical training on the above shall be provided.

24. The Motor Traffic (Driving School and Driving Instructors) Regulations of 1990 published in Gazette Extraordinary No. 665/6 dated 5th June 1991, are hereby rescinded.

SCHEDULE I

(Regulation 3)

Basic fees to be charged by the respective Driving Schools for each Class of Driving License

	<i>Categories of Driving Schools</i>	<i>Class of motor vehicles</i>	<i>Classification of Licenses</i>	<i>Basic Fees to be charged from the Trainees (Rs.)</i>
1.	Driving School 'A'	Motor cycle	A	
		Light motor cycle	A1	
		Motor car	B	
		Dual purpose motor vehicle	B	
		Motor tricycle	B1	
		Motor tricycle van	B1	
		Motor lorry	C	
		Light motor lorry	C1	
		Heavy motor lorry	CE	
		Motor coach	D	
		Light motor coach	D1	
		Heavy motor coach	DE	
		Land vehicle	G	
		Hand tractor	G1	
		Special purpose vehicle used by disabled persons	J	

	<i>Catagories of Driving Schools</i>	<i>Class of motor vehicles</i>	<i>Classification of Licenses</i>	<i>Basic Fees to be charged from the Trainees (Rs.)</i>
2.	Driving School 'B'	Motor cycle Light motor cycle Motor car Dual purpose motor vehicle Motor tricycle Motor tricycle van Motor lorry Light motor lorry Motor coach Light motor coach Land vehicle Hand tractor Special purpose vehicle used by disabled persons	A A1 B B B1 B1 C C1 D D1 G G1 J	
3.	Driving School 'C'	Motor cycle Light motor cycle Motor car Dual purpose motor vehicle Motor tricycle Motor tricycle van Land vehicle	A A1 B B B1 B1 G	

SCHEDULE II

(Regulation 4)

Application to obtain a licence for a driving school/for the renewal of such a licence/approval for additional location of a licensed driving school

1. (a) Surname (in block capitals) :.....
(b) Other names :.....
2. Permanent Address of Applicant :.....
3. (a) Date of birth of the Applicant :.....
(b) Age as at the closest date :.....
4. Category of the Driving School :.....
5. Name of the Driving School and address :.....
6. Business registration details :.....
 - (i) Divisional Secretariat :.....
 - (ii) District :.....
 - (iii) Province :.....
7. Available Facilities : (Please specify the are in sq. feet or sq. meters)
 - (i) Facilities for delivering lectures with displaying system models of a motor vehicle
 - (ii) Facilities for technical training ;
 - (iii) Facilities for parking vehicles ;
 - (iv) Display notices including the fees charged for the training courses
- *8. Documents to be attached
 - (i) a copy of the Birth Certificate ;
 - (ii) the receipt of a fee of Rs..... paid for registration/processing (Delete what is not applicable)
 - (iii) a list containing the registration numbers and the class of vehicles used for training for the category applied ;
 - (iv) a list containing the names of Licensed Driving Instructors and Assistant Driving Instructors

(v) a schedule of fees to be charged from the learners as per Schedule I

(vi) documents relating to Business Registration

I declare that the above particulars are true and correct in every respect to the best of my knowledge

.....
Signature of Applicant.

Date :

* Where the application is for renewal of a licence of a Driving School, only changes to information already submitted would be required to be submitted.

RECOMMENDATION OF THE BOARD OF REVIEW

We recommend that the applicantof
..... be granted/
not granted a licence to carry on a Driving School under categorysubject to the following conditions.

If licence is not recommended, reasons are as follows :

I recommend/do not recommend	I recommend/do not recommend	I recommend/do not recommend
Name	Name	Name
Signature	Signature	Signature
Date	Date	Date

SCHEDULE III

(Regulation 15, 20)

Application for a Driving Instructors Licence/An Assistant Driving, Instructor Licence

1. (a) Surname of Applicant (in block capitals) :.....
(b) Other names :.....
2. Permanent Address of Applicant :.....
3. Name of the Driving School and Address :.....
4. Age and Date of Birth of Applicant :.....
(a) age :.....(b) Date of Birth :.....
5. Educational Qualifications :.....
6. Experience (Annex any supporting document) :.....
7. Documents to be attached
 - (a) Copy of the Birth Certificate
 - (b) Medical Certificate
 - (c) Copy of the Driving Licence
 - (d) Copies of Educational Certificates
 - (e) Copies of Professional Qualifications Certificates (only for Assistant Driving Instructors)
 - (f) Character Certificate issued by the Grama Niladhari
 - (g) Police Certificate
 - (h) Letter issued from the Registered Driving School (only for Applicants applying for an Assistant Driving Instructors Licence and the documentary proof for the payment of EPF and ETF) ;
 - (i) Copy of the Certificate issued by the Senior Examiner of Motor Vehicles of the respective district (only for Applicants applying for an Assistant Driving Instructors Licence) ; and
 - (j) Receipt of an application fee Rs.paid for registration paid to the Commissioner General of Motor Traffic.

I, declare that the above particulars are true and correct in every respect to the best of my knowledge.

.....
Signature of Applicant.

Date :.....