

Circular No. 10/2014

Sir,

**Sub:- Motor vehicles Department – Motor driving school
Requirements – direction issuing of reg.**

Ref:- circular no: 27/2013 dated 15.11.2013

Studies reveal that more than 90% of the accidents occur due to human errors and a lion's share of such errors are committed by the drivers . Therefore it is felt that good instructors can make drastic changes in the driving habits . With a view to improve the quality of instruction, in continuation to the directions issued vide reference cited, the following directions are also issued for strict compliance.

1. Working hours of driving schools will start from 10 AM to 5 PM .
2. The license holder or any person appointed by the license holder shall be available in the office of the driving school during the working hours prescribed and shall be responsible to produce any records relating to the driving school and to furnish any information to the officer authorized to inspect and demand records/information from the person /license holder.
3. The time table for lecture classes shall be approved by the licensing authority and that the instructor shall be present in the school during the time for lecture classes, demonstration and training in stimulator , if any
4. The time for practical class and the route selected for such classes shall be reported by the license holder to the licensing authority on the 1st & 15th day of every month.
5. The original certificate relating to qualification and experience of the instructor shall be kept in the driving school so that the officer authorized to inspect the driving school can verify the records at any time .

6. The driving classes shall be conducted in batches. Date of commencement of each batch and the list of candidates for each batch shall be approved by the licensing authority .
7. The driving school with one vehicle shall not be allowed to admit more than 16 candidates for a batch.
8. There shall be one qualified instructor for every 16 students admitted.
9. Study materials may be prepared according to syllabus.
10. Registration number of all the vehicles used for imparting instruction in driving and fitted with dual control shall be entered in the license after nothing the alteration as driving school vehicles for training purpose.

The above directions shall be brought to the notice of all motor driving schools and this circular shall come into force at once .

Sd/-
Transport Commissioner

To,

All Deputy Transport Commissioners,
All Regional Transport Officers,
All Joint Regional Transport Officers,
All Motor Vehicle Inspectors and Motor Vehicles Check Posts.

Approved for issue,

Senior Deputy Transport Commissioner
(Taxation)



