

C5/17023/TC/2014

Transport Commissionerate, Keralam  
Trans Towers, Thiruvananthapuram  
Dated:12-09-2014

**CIRCULAR NO. 12/14**

**Sub: Motor Vehicles Department-Circular No. 10/2014-Correction  
memorandum-Direction issuing of-Reg :**

**Ref: Circular No. 10/2014**

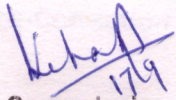
In supersession of Circular No.10/2014, following directions regarding driving schools are issued for strict compliance:

1. Office time of all driving schools in State will be from 10 a.m. to 5 p.m. and during this time all staff shall be available at offices of driving schools. Classes may be conducted earlier or later than the office time specified
2. The licence holder or any person appointed by the licence holder shall be available in the office of the driving school during the above working hours and shall be responsible to produce all or 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. All training materials shall be prepared according to the prescribed system
4. The time for practical class and the route selected for such classes shall be reported by the licence holder to the licensing authority on the 1<sup>st</sup> and 15<sup>th</sup> day of every month. No driving school is allowed to have branches functioning at places away from the driving school premises and no vehicle other than those permitted shall impart driving classes to the applicant.
5. The original certificate relating to qualification and experience of the instructors shall be kept in the office of the driving school .
6. The driving school having just one vehicle shall not be allowed to admit more than 16 candidates for a batch, at one time and for each class, there shall be at least one qualified instructor




7. Registration number of all the vehicles used for imparting instruction in driving schools and fitted with dual control shall be entered in the driving school licence after noting the alterations.

All Licensing Authorities shall check the above in all driving schools with immediate effect and implement the spirit of the Circular for the benefit of the public.

  
17/9  
Transport Commissioner

To

  
All Deputy Transport Commissioners  
All Regional Transport Officers  
All Joint Regional Transport Officers  
All Motor Vehicle Inspectors and Motor Vehicle Checkposts