

APPLICATION REQUIREMENTS FOR DRIVING SCHOOL REGISTRATION

PURPOSE

The purpose of this document is to inform the prospective driving school owner of the requirements for establishing a driving school and obtaining approval from the Driver and Vehicle Licensing Authority, (DVLA).

The following are defined as:

“Driving School” – a business registered with the Registrar General and the DVLA which, for compensation, conducts or offers to conduct instruction in the operation of a motor vehicle. See Section 68 subsection (1) of the Road Traffic Act, 2004 (Act 683).

“Driving School Owner” – any person or group of persons licensed by the DVLA to engage in the training of prospective drivers, existing drivers or both and also involved in the preparation of a driving license applicants for examination for a driver’s license issued by the DVLA for a compensation.

“Driving School Operator” – is either a driving school owner who operates his own driving school or an employee of a driving school who is designated by the driving school owner of such school to personally direct and manage the school for the owner.

“Driving Instructor” – any person trained and certified by the DVLA to engage in the theoretical and practical training of persons wishing to drive a motor vehicle

TYPES OF DRIVER TRAINING

Driving School for Beginners (DSB) – Are driving schools established and approved by the licensing Authority to undertake driver training for persons who have no prior knowledge in driving and have not been issued with a driving license (beginner drivers). These schools will undertake category ‘B’ driving license only and must issue Training Certificates to each trained person.

Higher Category Training (HCT) – Are driving schools established and approved by the licensing Authority to undertake driver training for persons who have applied to upgrade their licenses to categories C, D, or F. Training Certificate must be issued to each trained person.

Driver Skills Development Program (DSDP) – Are driving schools established and approved by the licensing Authority to undertake driver refresher training for corporate drivers, driver unions etc. This training shall be safety focused and shall not be for the purpose of applying for a driving license. Training Certificates must be issued to each trained person.

Specialised Driver Training (SDT) – Are driving schools established and approved by the licensing Authority to undertake specialized driver training for persons who wish to operate earth moving equipment and agriculture equipment. Training Certificates must be issued to each trained person.

REQUIREMENTS: (Categories B, C, D, F and SDT training only).

In pursuance of Regulation 3e of the DVLA Act569, 1999 the Authority shall license, register and regulate all Driving Schools in Ghana. In accordance with this regulation, any person or group of persons applying to operate a Driving School will be required to satisfy the following conditions and any other that licensing Authority may deem necessary.

I. Obtain initial approval for office and classroom accommodations from the DVLA before proceeding to

register with the Registrar Generals office. Where initial approval is not given before registration certificate is obtained from the Registrar Generals office, the Authority shall reserve the right to reject the application on grounds that the accommodation is not suitable for the intended purpose.

- II. Evidence of legally registered business in Ghana.
- III. Must show evidence of a bank account for the School.
- IV. Show evidence of income tax payments
- V. Must have a classroom with a sitting capacity for not less than twenty (20) persons.
- VI. Must have an administrative office separate from the classroom. Entry to the office must not be through the classroom
- VII. Must have minimum of two (2) training vehicles fitted with dual pedal. The vehicles must be inspected and approved by the Licensing Authority. (In the case of salon cars, the vehicle must have both front and rear doors).
- VIII. Must have instructors who are holders of category “C” or above Driving License. Instructors for earth moving equipment must have license for the type of equipment they train on.
- IX. Must have a minimum of two (2) DVLA certified and registered driving instructors.
- X. Any additional person engaged to instruct, must be trained and certified by the Authority.
- XI. Operators would require to pay a registration fee of GH¢700. The stated fee is subject to change without prior notice
- XII. Driving School would be required to keep upgrading the knowledge and skills of their instructors biannually. Evidence must be shown.
- XIII. Driving instructors will be required to pass a test by the DVLA prior to the renewal of their instructor license.
- XIV. Teaching lessons prepared by driving instructors must be provided for inspection before approval will be given
- XV. Driving School operators will be required to display valid driving School Registration Certificates at all times.
- XVI. The operator will in addition to the above requirements fill and submit the attached application form and any other attachments that may be determined by the Authority

APPLYING FOR MORE THAN ONE TRAINING CATEGORY

A person applying to undertake training in more than one of the categories listed above shall:

- I. State the categories in the application
- II. Provide training facilities for the chosen categories (e.g. If you decide to provide training for category C drivers you must provide a training vehicle that is of that class and also have instructors who hold class C or above driving license.
- III. Provide any other attachments or meet any other conditions that may be determined by the Authority

OFFENCES

Any of the following acts will constitute an offence and the Authority shall reserve the right to institute the appropriate disciplinary measures against the offender.

Category A - Offences listed in category “A” will result in written warning to the affected driving school. Three of such warning to a particular driving school will result in suspension of the affected school’s operating license.

- a. Inadequate teaching and training aids
- b. Use of untrained driving instructors
- c. Failure to fix the school’s registration number on the training vehicles
- d. The use of faded L-plates on training vehicles
- e. Lapses in office administration
- f. Delayed renewal of operation license
- g. Insubordination to the Authority’s inspection team
- h. Failure to update teaching lessons prepared by driving instructors
- i. The use of a training vehicle not approved by the licensing Authority.

Category B - Offences listed in category “B” will result in the closure of affected driving school.

- a. Engagement in any fraudulent activities with the aim of obtaining a driver's license
- b. Use of driving school for any other purposes(s) other than driver training.
- c. Consistent poor performance of applicants presented by any driving school.
- d. Failure to renew registration certificate
- e. Willful acts that may damage the image of the Authority

Category C - Offences listed in category "C" will result in arrest and prosecution.

- a. Operating a driving school without operator's License
- b. Duplicating operator's License for the operation of another driving school
- c. Operate a branch of the registered school without approval from the Authority
- d. Falsely declaring the identity of the Authority
- e. A closed driving school that operates without approval from the licensing Authority.

APPEAL

Any Driving School operator whose registration license is withdrawn by the Licensing Authority may appeal to the Chief Executive for re-issue.

If the Operator is dissatisfied with the decision of the Chief Executive, the operator could appeal to the Board of Directors of the Authority and if still not satisfied then he can appeal to the sector Minister and thereafter can lodge the complain with the court of Jurisdiction.

RE-ISSUING OF DRIVING SCHOOL REGISTRATION LICENSE

Any Operator may be re-issued with a Registration License upon satisfaction of the following:

- a. A written undertaken not to breach any of the regulations
- b. Submission of a new application to the Licensing Authority



REPUBLIC OF GHANA
DRIVER AND VEHICLE LICENSING AUTHORITY
DRIVER TRAINING, TESTING AND LICENSING DIVISION
P. O. Box Kia 3979, Jawaharlal Nehru Road Accra

APPLICATION FOR REGISTRATION OF A
DRIVING SCHOOL

- a. APPLICATION AND REGISTRATION FEE – GH¢700.00 (NON REFUNDABLE)
- b. BRANCH REGISTRATION FEE – GH¢700.00 (NON REFUNDABLE)
- c. DUPLICATE LICENSE FEE – GH¢ 50.00
- d. FEE CHANGE OF SCHOOL'S NAME / OR ADDRESS – GH¢50.00

OFFICIAL USE ONLY
Reg. No.
REGION:
PERMIT DATE
CATEGORY OF TRAINING APPROVED
TOTAL FEE TO BE PAID

Official Use Only

REASONS FOR APPROVAL OR REJECTION OF APPLICATION

NAME OF APPROVING OFFICER

SIGNATURE OF APPROVING OFFICER

For Person Applying

Tick Appropriate Box:

- Driving School for Beginners (DSB)
- Driver Skills Development Program (DSDP)
- Higher Category Training (HCT)
- Specialised driver Training (SDT)

Please fill the form in block letters and read the attached handbook before submitting application.

Business Name of School: _____ Date: ____/____/____

Branch Name (if applicable): _____

Contact Person: _____ Telephone #: _____

Business Address: _____

City / Town: _____ Zip Code: _____ Telephone# _____

E-mail Address: _____ Cell Phone#: _____

Driving School Website: _____

Mailing Address (if different from above):

Address: _____

City / Town: _____ Zip Code: _____

DVLA/ARDS 01-2013

*Branch Address

Address: _____

Tick One: Proprietor Partnership Corporation

List Proprietor, Partners or all Officers, Directors, and Shareholders below:

NAME TITLE ()

ADDRESS

CLASS OF LICENSE C of C # Date of C of C / /

DOB

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

Were any of the above individuals previously licensed for a Driving School? YES NO

If yes, under what Driver School name and Registration #? _____

List below all licensed Driving Instructors employed:

NAME TITLE ()

ADDRESS

CLASS OF LICENSE C of C Date of C of C / /

NAME TITLE ()

ADDRESS

CLASS OF LICENSE C of C # Date of C of C / /

DOB

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

Are you or any partner, officer or Director (if a corporation) currently or have you ever been employed by the Driver and Vehicle Licensing Authority? YES NO

Do you have any immediate family members (parents, spouse, children, brothers, sisters) employed with the Driver and Vehicle Licensing Authority YES NO

**All Driving Instructors who were formally in the employment of a registered driving school must obtain a release letter from their former employer.*

List all vehicles to be used by the applicant for training purposes below:

1. REGISTRATION #: _____

MAKE _____ TYPE _____

YEAR OF MANUFACTURE _____

CHASSIS # _____

TYPE OF INSURANCE COVER _____

2. REGISTRATION #: _____

MAKE _____ TYPE _____

YEAR OF MANUFACTURE _____

CHASSIS # _____

TYPE OF INSURANCE COVER _____

3. REGISTRATION #: _____

MAKE _____ TYPE _____

YEAR OF MANUFACTURE _____

CHASSIS # _____

TYPE OF INSURANCE COVER _____

4. REGISTRATION #: _____

MAKE _____ TYPE _____

YEAR OF MANUFACTURE _____

CHASSIS # _____

TYPE OF INSURANCE COVER _____

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

DVLA/ARDS 01-2013

ADDITIONAL REQUIRED DOCUMENTATION

1. Present this application with the following to your local DVLA office:
 - a. Certificate of incorporation (for businesses that were registered before August, 2012)
 - b. Certificate of Commencement of business (for business that were registered before August 2012)
 - c. Evidence of bank account in the name of the Driving School.
 - d. Copies of Driving Instructor Certificate for all instructors.
 - e. Copies of valid Driving license for all instructors.
 - f. Copies of released letter for instructors who were prior to submitting this application engaged by other registered Driving School(s)
 - g. Printed list of vehicle to be used for training including their, registration numbers, make, model, chassis numbers and colour.

2. Lesson notes prepared by each driving instructor must be presented for approval – those found to have impersonated in this regard will have their instructor licenses suspended or cancelled.

DECLARATION BY OWNER OF A DRIVING SCHOOL

1. I understand that any misrepresentation in this application shall be sufficient cause for its rejection and that any violation of the driving school laws, the Codes as contained in the handbook, or of the regulations adopted t put into effect such laws, shall be grounds for the revocation or suspension of any driving School Operator License issued as a result of approval of this application.
2. I understand that I must immediately report any subsequent changes in the answers on this application to the Director, Driver Training, Testing and Licensing
3. I am aware that I must at all times maintain my training facilities in conditions that are consistence with the requirements of the DVLA
4. I am aware that I cannot use my driving school to facilitate the issuance of a driving license to a prospect driver in any form.
5. I understand that the fee paid in respect to this application is NOT is refundable, whether or not a license is issued.

I CERTIFY (OR DECLARE) THAT, THE FORGOING APPLICATION FOR A DRIVING SCHOOL OPERATOR LICENSE CONTAINS THE FULL AND TRUE ACCOUNT OF THE PARTICULARS WHICH THE LAW REQUIRES ME TO STATE AND I SHALL BE LIABLE UNDER THE LAW FOR THE CONCEALMENT OF RELEVANT FACTS AND ANY FALSE REPRESENTATION MADE IN RESPECT OF THIS APPLICATION.

Signature of applicant	Date / /
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DVLA/ARDS 01-2013