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GENERAL NOTICES

NOTICE 735 OF 2005

DEPARTMENT OF TRANSPORT

NATIONAL ROAD TRAFFIC ACT 1996 (ACT NO. 93 OF 1996)

MINIMUM REQUIREMENTS FOR REGISTRATION AND GRADING OF DRIVERS LICENCE TESTING CENTRES

I, Jeffrey Thamsanqa Radebe, Minister of Transport, acting in terms of section 75 (6) of the National Road Traffic Act, 1996 (Act No. 93 of 1996) herewith publish in the Schedule for comments the "Minimum Requirements for Registration and Grading of Driver's Licence Testing Centres". All interested persons who have **any** objections or inputs to the proposed amendments are called upon to lodge their objections or inputs, within 30 days from the date of publication of this Notice to:

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MINISTER OF TRANSPORT

SCHEDULE**MINIMUM REQUIREMENTS FOR REGISTRATION AND RETENTION OF GRADING FOR
DRIVING LICENCE TESTING CENTRES****CONTENTS**

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1. SCOPE

- 1.1. Matters pertaining to the minimum physical facilities of a driving licence testing centre, the personnel, control and testing requirements are prescribed herein.
- 1.2. The six grades of driving licence testing centres to which these minimum requirements apply, are:
 - 1.2.1.1 Grade-A — authorised and equipped to examine and test a person for a learner's and driving licences of any code, as well as the items mentioned in paragraph 1.2.6.
 - 1.2.2 Grade-B — authorised and equipped to examine and test a person for a learner's licence of any code and driving licences of the codes; B, EB, C1, C, EC1 and EC, as well as the items mentioned in paragraph 1.2.6.
 - 1.2.3 Grade-C — authorised and equipped to examine and test a person for a learner's licence of any code and driving licences of the codes; A1, A and B, as well as the items mentioned in paragraph 1.2.6.
 - 1.2.4 Grade-D — authorised and equipped to examine and test a person for a learner's licence of any code and driving licences of the code B, as well as the items mentioned in paragraph 1.2.6.
 - 1.2.5 Grade-E — authorised and equipped to examine and test a person for a learner's licence of any code, as well as the items mentioned in paragraph 1.2.6.
 - 1.2.6 Grade-F — authorised and equipped to substitute a driving licence of any code contained in an identity document to the new format driving licence card and/or issue a new or duplicate driving licence card or professional driving permit.

2. MINIMUM PHYSICAL REQUIREMENTS

- 2.1. Subject to paragraphs 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 and 2.9, a driving licence testing centre of the grade indicated in the first column of table 2.0, shall have and use the equipment and facilities as indicated by way of the mark (✓):

Grade of driving licence testing centre	MINIMUM REQUIREMENTS									
	Vision testing apparatus and facilities	Online NaTIS computer system with laser printer	Electronic motorcycle testing apparatus	for learners licence tests	Yard test facilities			Road test	Up to date Road Traffic Act(s)	Management Representative
					Light motor vehicles	Heavy motor vehicles	Motor cycles			
A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B	✓	✓		✓	✓	✓		✓	✓	✓
C	✓	✓	✓	✓	✓		✓	✓	✓	✓
D	✓	✓		✓	✓			✓	✓	✓
E	✓	✓		✓					✓	✓
F	✓	✓							✓	✓

- 2.2. Every driving licence testing centre shall have an infrastructure number allocated by the relevant Province with regard to the specific *domecillum*.
- 2.3. Vision testing apparatus and testing facilities as well as the electronic motorcycle test apparatus as approved by the Department of Transport, which measures speed and allocates penalty points, shall be in good working order and condition.
- 2.4. Every driving licence testing centre shall have an online NaTIS or eNaTIS computer

system and a laser printer on the premises as referred to in the third column of table 2.0.

- 2.5. The learners licence test facilities shall comply with the requirements as set in paragraph 5.1.
- 2.6. A driving licence testing centre shall have the appropriate yard test facilities in accordance with the applicable volumes of the K53 manual of the Department as published.
- 2.7. The road test routes shall comply with the requirements in accordance with the applicable volumes of the K53 manuals of the Department as published.
- 2.8. Every driving licence testing centre shall have an up to date Road Traffic Act and National Road Traffic Act available on the premises.
- 2.9. Every driving licence testing centre shall have an appointed management representative to supervise the daily activities at such centre.

3. MINIMUM PERSONNEL REQUIREMENTS

- 3.1. A grade-A driving licence testing centre shall have at least one registered and appointed grade-A examiner for driving licences at such centre.
- 3.2. A grade-B driving licence testing centre shall have at least one registered and appointed grade-A or B examiner for driving licences.
- 3.3. A grade-C driving licence testing centre shall have at least one registered and appointed grade-A or C examiner for driving licences.
- 3.4. A grade-D driving licence testing centre shall have at least one registered and appointed grade-A, B, C or D examiner for driving licences.
- 3.5. A grade-E testing centre shall have at least one registered and appointed grade-A, B, C, D or L examiner for driving licences.
- 3.6. A grade-F testing centre shall have at least one registered and appointed grade-A, B, C, D, L or F examiner for driving licences.
 - 3.6.1. All examiners for driving licences at a driving licence testing centre shall be registered and graded in terms of the Act.
- 3.7. In order to be registered and graded, an examiner shall have the following driving licence(s):

Grade of examiner	Codes of driving licences required
A	A and EC (Manual transmission)
B	EC (Manual transmission)
C	A and B (Manual transmission)
D	B (Manual transmission)

- 3.8. An examiner for driving licences shall be in possession of a valid professional driving permit when conducting any driving test where a professional driving permit is required for the driver of such vehicle.

- 3.9. NaTIS/eNaTIS operators must be trained in accordance with the latest NaTIS/eNaTIS procedure manual and be registered as NaTIS/eNaTIS users. Proof of training must be kept on file at the driving licence testing centre.
- 3.10. Every driving licence testing centre shall have an appointed management representative who shall meet the following requirements:
- 3.10.1. Registered as an examiner for driving licences relevant to the grading of the driving licence testing centre concerned.
 - 3.10.2. Trained and be fully conversant with the procedures as contained in the latest procedure manual for NaTIS/eNaTIS operators.
 - 3.10.3. Have a sound knowledge of the Road Traffic Act and National Road Traffic Act.
- 3.11. Duties and responsibilities of a management representative shall be to:
- 3.11.1. Ensure that all driving licence personnel understand and know the requirements of the applicable Acts, regulations and procedure manuals.
 - 3.11.2. Ensure that all the relevant personnel comply with the requirements of the relevant Acts and the minimum requirements as prescribed and to monitor the activities of the relevant personnel on a regular basis.
 - 3.11.3. Ensure that the driving licence testing centre complies with the requirements of the relevant Acts and the minimum requirements as prescribed at all times,
 - 3.11.4. Ensure that the appropriate fees are paid over to the Inspectorate for driving licences testing centres, as prescribed.
 - 3.11.5. Ensure that any form of malpractice or violation of the above mention be reported to the Inspectorate for driving licence testing centres.
 - 3.11.6. Ensure that all documentation kept at the testing centre is completed in full before any licence or permit can be issued.

4. QUALITY SYSTEM REQUIREMENTS

- 4.1. Driving licence testing centres shall keep statistics relating to the different codes of learner's and driving licences and the names of examiners for driving licences who conducted the tests and examinations concerned;
- 4.1.1. in the case of learner's licences—
 - (a) the number of learner's licences applied for;
 - (b) the number of written and oral tests;
 - (c) the number of applicants passed;
 - (d) the number of applicants failed;
 - 4.1.2. in the case of driving licences—
 - (a) the number of driving licences applied for;
 - (b) the number of applicants tested for driving licences;
 - (c) the number of applicants passed;
 - (d) the number of applicants failed;
 - (e) the number of applicants who failed to turn up;
 - (f) the number of tests deferred; and
 - (g) the number of applications made for the substitution of driving licences as contemplated in section 24A of the Act, or the number of renewals of the existing credit card type licence.

and send such statistics to the inspectorate of driving licence testing centres on a monthly basis. A copy of the statistics shall be kept on file and be available for inspection at the centre.

5. REQUIREMENTS FOR LEARNER'S LICENCE TEST FACILITIES AND THE DUTIES OF THE EXAMINER CONDUCTING LEARNER'S LICENCE TEST

- 5.1 The test room where a learner's test is conducted shall—
- (a) be clean;
 - (b) have sufficient light and ventilation;
 - (c) not have a telephone or cell phones which are operative during the test;
 - (d) have tables and chairs positioned in such a manner to allow the invigilator to move freely in between the tables;
 - (e) have tables and chair in good condition;
 - (f) have a wall clock in a good working order displaying the correct time; and
 - (g) have an easy legible example displayed, visible to all applicants in the test room of how the preferred answer is to be marked.
- 5.2 The test material used for learner's licence tests shall—
- (a) be treated as confidential;
 - (b) be locked in a safe place when not in use;
 - (c) only qualified examiners for driving licences shall have access to these;
 - (d) be checked for marks before and after each test session and if any marks are found, such marks shall be erased; and
 - (e) have a clearly marked answer mask for each of the different tests.
- 5.3 The examiner for drivina licences shall—
- (a) ensure that the prescribed application fees have been paid;
 - (b) ensure that the specific applicant presenting himself/herself to be tested complies with the correct date and time for the applicable test as in section 17(2) of the Act;
 - (c) verify that information supplied on form LL1 is correct;
 - (d) provide each applicant with a pen or pencil and eraser;
 - (e) ensure that any two applicants sitting next to each other are not tested from similar examination books;
 - (f) ensure that no two applicants shall be sitting closer than one metre from each other;
 - (g) ensure that no other person, apart from the applicants, the examiner conducting the test, the management representative, an official invigilator or representatives from the inspectorate of driving licence testing centres, shall be present in the room during the test;
 - (h) ensure that only test materials shall be permitted on the desk during the test;
 - (i) ensure that invigilation take place during the entire test;
 - (j) remain in the test room for the duration of the test until he/she is in possession of all the test material;
 - (k) ensure that the test for a learner's licence is completed on the prescribed test form;
 - (l) enter the form number of the test book on the answer sheet with a pen prior to the commencement of the test;
 - (m) ensure that applicants do not handle or be in possession of testing materials or prescribed test forms after the learners licence tests has been completed and marked;
 - (n) should the applicant pass the test, enter the correct code of the licence, his/her infrastructure number and authorise the learners licence in the appropriate space of the authorisation section on form LL1; and
 - (o) should the applicant fail or be absent for the test, that only a cross (x)

- be made in the appropriate block on form LL1.
- (p) Only give the results of the test to the applicant and may not discuss the questions and answers of the test.

5.4 Requirement for passing the learners licence test.

The applicant must obtain a minimum mark of:

- (a) 22 for the rules of the road;
- (b) 23 for road traffic signs; and
- (c) 6 for the controls of the vehicle.

6. DRIVING LICENCE TESTS

6.1 Duties of examiners conducting driving licence tests.

Examiners for driving licences shall—

- (a) ensure that the prescribed fees have been paid;
- (b) ensure that the specific applicant presenting himself/herself to be tested complies with the correct date and time for the applicable test as in section 18(2) of the Act;
- (c) verify that information supplied on forms DL1 and LL2 is correct;
- (d) ensure that the prescribed test is done and the test is completed on the applicable test report;
- (e) furnish the applicant with a copy of the test report after the test was completed then discussed with the applicant and file the original test report in the applicant's file;
- (f) should the applicant pass the test, enter the correct code of licence, his/her infrastructure number and authorise the licence in the appropriate spaces of the authorisation section of form DL1; and
- (g) should the applicant fail or be absent for the test, only a cross (x) shall be made in the appropriate block on form DL1.

6.2 Minimum requirements of vehicles used for driving licence tests:

- (a) Light motor vehicle: The minimum length of a vehicle may not be less than 3 metres and the weight as prescribed in the regulation for the different codes.
- (b) Heavy motor vehicle: The minimum length of a vehicle may not be less than 6 metres and the weight as prescribed in the regulation for the different codes.
- (c) Motorcycle: Only two wheel motorcycles may be use for the test and the capacity as prescribed in the regulation for the different codes.

7. APPOINTMENTS FOR TESTS

7.1 An appointment register shall be kept at the driving licence testing centre where every learner's and driving licence test application shall be entered and such register shall be made available for appointments and inspections at all times. Tests shall only be deferred in exceptional cases as prescribed.

Form ATD shall be completed by the applicant when requesting a deferment of test and placed on the applicant's file. Should any request for deferred test be approved, the reason for such deferment shall be noted in the appointment register and a cross reference on both the appointment dates shall be made in such register.

7.2 Each appointment register shall reflect:

- date and time of the appointment,

- applicant's initials and surname,
- applicant's ID number,
- code of licence applied for,
- receipt number of payment for such application, and
- a column for remarks.

7.3 No changes shall be made in the appointment register. Deleting of information or the use of correction fluid is not acceptable in the appointment register.

7.4 The appointment register must be kept for at least 10 years.

8. FILING SYSTEM REQUIREMENTS

8.1 **All** official source documentation shall be kept and locked away in a secure place, where it is protected against the elements. **No** unauthorised access shall be permitted.

8.2 The final filing of documentation shall be done based **on** the **day** of the transaction (effective date) in alphabetical order each day.

8.3 The period for keeping of **all** learner's and driving licence documents, shall be, in the case of the following:

- Learner licence documentation: 5 years
- Driving licence documentation: 10 years

All licence documentation, which is older than 10 years shall be captured on electronic format before being destroyed. The electronic information shall be available at the testing centre for inspection purposes.

8.4 Learners and driving licences documentation shall be filed separately.

8.5 Filing of learner licence and driving licence documentation shall be kept on the premises of the registered driving licence testing centre for inspection and audit purposes.