

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

I, Minister of Transport, acting under regulation 92 of the National Road Traffic Regulations, hereby publish in the Schedule the Minimum Requirements for Registration and Retention of Grading for Driving Licence Testing Centres.

Minister of Transport.

SCHEDULE

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

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1. SCOPE

- 1.1. Matters pertaining to the minimum requirements of facilities at a driving licence testing centre, the personnel, control and testing are prescribed herein.
- 1.2. The six grades of driving licence testing centres to which these minimum requirements apply, are:
 - 1.2.1 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 below, shall have and use the equipment and facilities as indicated by way of the mark () from the second to the tenth column:

Grade of driving licence testing centre	MINIMUM REQUIREMENTS									
	Vision testing apparatus and facilities	Online NaTIS/eNaTIS computer system with laser printer	Electronic motorcycle testing apparatus	Facilities 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 the above table.

- 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 as published by the Department.
- 2.7. The road test routes shall comply with the requirements in accordance with the applicable volumes of the K53 manuals as published by the Department.
- 2.8. Every driving licence testing centre shall have an up to date Road Traffic Act and National Road Traffic Act and their regulations 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. Grade-A driving licence testing centres shall have at least one registered and appointed grade-A examiner for driving licences at such centre.
- 3.2. Grade-B driving licence testing centres shall have at least one registered and appointed grade-A or B examiner for driving licences.
- 3.3. Grade-C driving licence testing centres shall have at least one registered and appointed grade-A or C examiner for driving licences.
- 3.4. Grade-D driving licence testing centres shall have at least one registered and appointed grade-A, B, C or D examiner for driving licences.
- 3.5. Grade-E driving licence testing centres shall have at least one registered and appointed grade-A, B, C, D or L examiner for driving licences.
- 3.6. Grade-F driving licence testing centres 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	Required driving licence
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 any form of malpractice or violation of the above mention be reported to the Province and Inspectorate for driving licence testing centres.
 - 3.11.5. Ensure that all documentation kept at the testing centre is completed in full before any licence or permit can be issued.
 - 3.11.6. Ensure that all learner licence test materials are signed out to the examiner for driving licences prior to the test and returned on completion of such test.

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 examiner(s) 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 and the number of renewals of the existing credit card type licence;

and the statistics shall be kept on file and be available for inspection at the driving licence testing 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) be disturbance free and have a notice on the door indicating "Silence test in progress", not have telephones or cell phones which are operative during the test;
 - (d) have tables and chairs in good condition, positioned in such a manner to allow the invigilator to move freely in between the tables;
 - (e) have a wall clock in a good working order, visible to all applicants, displaying the correct time; and

- (f) 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 learners licence test material shall—

- (a) be treated as confidential;
- (b) be locked in a safe place when not in use;
- (c) only be accessible to qualified examiners for driving licences in order to conduct learner licence tests;
- (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/labelled answer mask for each of the different tests.

5.3 The examiner for driving 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) enter the form number of the test book on the answer sheet with a pen prior to the commencement of the test;
- (e) provide each applicant with a pencil and eraser;
- (f) ensure that any two applicants sitting next to each other are not tested from similar examination books;
- (g) ensure that no two applicants shall be sitting closer than one metre from each other;
- (h) ensure that no other person, apart from the applicants, the examiner conducting the test, the management representative, an appointed Provincial monitor or representatives from the Inspectorate of driving licence testing centres, shall be present in the room during the test;
- (i) ensure that only test material shall be permitted on the desk during the test;
- (j) ensure that invigilation takes place during the entire test;
- (k) remain in the test room for the duration of the test until he/she is in possession of all the test material;
- (l) ensure that the test for a learner's licence is completed on the prescribed form (answer sheet);
- (m) at the end of the test, collect the test books and pencils, provide the applicant with an ink pen to circle all his/her indicated answers on the answer sheet;
- (n) ensure that applicants do not handle or are not in possession of testing materials or prescribed test forms after the learners licence tests has been completed and marked;
- (o) should the applicant pass the test, enter the correct code of the licence, his/her infrastructure number and authorise the issue of a learners licence in the appropriate space of the authorisation section on form LL1;
- (p) should the applicant fail or be absent for the test, that only a cross (x) be made in the appropriate block on form LL1, and
- (q) 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 out of 28 for the rules of the road;
- (b) 23 out of 28 for road traffic signs; and
- (c) 6 out of 8 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) ensure that he/she uses a stopwatch which is in good working order as prescribed in the applicable K53 driving licence test.
- (f) furnish the applicant with the first copy of the test report after the test was completed, then discuss the test with the applicant, file the original test report in the applicant's file and the second copy shall remain in the book for audit purposes;
- (g) ensure that no other person, apart from the applicant, the examiner conducting the test and when necessary, one of the following shall be permitted in the vehicle during the test;
 - (i) the management representative,
 - (ii) an appointed Provincial monitor or,
 - (iii) a representative from the Inspectorate of driving licence testing centres;
- (h) 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
- (i) 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 motorcycles may be use for the test with a cubic capacity as prescribed in the regulation for the different codes.

No vehicle shall be marked either on the inside or outside in such a manner to aid a learner driver during the practical test.

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 in ink and such register shall be made available for appointments and inspections at all times.

Tests shall only be deferred in exceptional cases as prescribed.
No Block bookings shall be allowed.

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. The deletion of information or the use of correction fluid in the appointment register is not acceptable.

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

8. FILING SYSTEM REQUIREMENTS

- 8.1 All prescribed 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 using the date of the transaction (effective date) in alphabetical order.

- 8.3 All prescribed documentation shall be retained at the driving licence testing centre as prescribed by the Archives Act, however, should any driving licence testing centre wish to destroy documentation after the periods indicated below:

- Learner licence documentation: 5 years
- Driving licence documentation: 10 years
- Professional driving permit: 10 years

Such documentation shall be scanned and copies thereof sent to the Inspectorate of driving licence testing centres. Documentation shall only be destroyed once the Inspectorate of driving licence testing centres has acknowledged receipt in writing, of a copy of such scanned data.

The scanned data shall be available at the driving licence testing centre for inspection purposes.

- 8.4 Learner and driving licence documentation shall be filed separately.
- 8.5 Filing of documentation as contemplated in 8.3 and 8.4 shall be kept on the premises of the registered driving licence testing centre for inspection and audit purposes.