

FEDERAL ROAD SAFETY COMMISSION

NATIONAL HEADQUARTERS,
Wuse, Zone 3, No. 4, Maputo Street, Abuja.



STANDARD OPERATING PROCEDURES FOR DRIVING SCHOOL OPERATIONS IN NIGERIA

1.0 SCOPE

This Procedure is arrived at to streamline the processes of managing the activities of Driving School Operations in Nigeria. It covers all activities prelude to registration and certification of the Driving School and other activities relating to enrolment of students to issuance of certificates to successful students at the completion of driving training in the Driving School.

2.0 PURPOSE

This Operating Procedure is set-up in order to ensure standard in all activities relating to setting up a Driving School and Operations of enrolment of students, training of students, certification of students and recommending such students for the process of obtaining Driver's Licence.

3.0 LIMITATIONS

The Document's operation terminates at the issuance of certificate of proficiency to would be drivers.

4.0 INTRODUCTION

FRSC being lead agency in traffic management and administration in Nigeria is empowered by Section 5 (f) of the FRSC Establishment Acts 2007 and further strengthened by Regulations 33 (1b) and 33 (1c) of National Road Traffic Regulations (2012) to regulate the activities of the Driving School. Regulation 33 (1b) states that the Corps shall regulate the establishment of Private and Government driving Schools, while Regulation 33 (1c) requires the Corps to set guidelines for the establishment of such driving schools. Therefore, this Standard Operating Procedure is been set up as a documented guide for driving schools operations in Nigeria.

5.0 DRIVING SCHOOLS APPLICATION FOR REGISTRATION

- 5.1 All Prospective Operators of a Driving School **MUST** obtain form TSC0001 from any Federal Road Safety Corps formation nearest to him.
- 5.2 Submit a completed form with all necessary documents required for registration and certification (see TSC SOP) to the Command where the form was obtained and wait for inspection.

6.0 INSPECTION OF DRIVING SCHOOL

- 6.1 Training Officer from the FRSC Command will carry-out an inspection visit to the Driving School.
- 6.2 The training officer will write the report of the inspection and forward to the Driving School Standardization Programme (DSSP) for further inspection and ratification.
- 6.3 The State Committee on Driving School Standardization Programme (DSSP) carry out inspection of the Driving School and forward appropriate recommendations to the Sector Commander.
- 6.4 Sector Commander registers the Driving School that meets the minimum technical requirements.
- 6.5 Sector commander forwards report to RSHQ (TSC) for confirmatory inspection and certification.

7.0 CERTIFICATION

- 7.1 RSHQ TSC inspectors pay an inspection/assessment visit to the Driving School.
- 7.2 Based on the inspection/assessment report, RSHQ certifies and grades the Driving Schools according to the required minimum standard for each category.
- 7.3 RSHQ gives access to the Driving School on the FRSC Driving School Standardization Portal, www.frsc-dssp.com for his operations.

8.0 CERTIFIED DRIVING SCHOOL DAY TO DAY OPERATIONS

- 8.1 The Driving School receives and enrolls prospective trainees according to its capability and grade. (See annex 'A')
- 8.2 The Driving School opens file for the student on the FRSC DSSP portal, www.frsc-dssp.com.
- 8.3 Trains the student for at least the specific number of hours as required. This is currently 26 hours.
- 8.4 Updates the student's file on the portal, www.frsc-dssp.com at the end of each training session.
- 8.5 Generate certificate of driving proficiency for students after completion of a minimum of 26 sessions of at least one hour each per session.

9.0 SANCTIONS/RE-ADMINISTRATION

- 9.1 FRSC shall sanction any violation of this Standard Operating Procedure for Driving Schools in Nigeria by:-
 - a. Withdrawal of Certificate:
 - i) FRSC shall notify the defaulting Driving School of its specific conduct that contravenes the provision of this Standard Operating Procedure;
 - ii) The defaulting Driving School shall be invited to explain its position in respect of the violation;
 - iii) If FRSC is not satisfied with the explanation of the driving school, or where the driving school fails to appear and explain itself, the Certificate of the Driving School shall be withdrawn.
 - b. Prosecution in the law court.
 - i) Where a Driving School engages in fraudulent activities like forgery/falsification of document(s) or misrepresentation, it shall be notified of the offence and made to explain itself in writing;

ii) If FRSC is not satisfied with the explanation of the driving school, or where the driving school fails to explain in writing, it shall be prosecuted in a competent court of law.

c. Blacklisting of such violator.

Where a Driving School's Certificate has been withdrawn more than two times or where it has been convicted by a competent court of law, it shall be blacklisted by FRSC.

9.1 In the event that a sanctioned Driving School desired to be re-certified, all processes for registration and certification of new Driving School will apply.

NOTES

1. All Prospective Operators of a Driving School **MUST** attach a copy of their registration certificates with the Corporate Affairs Commission (CAC) to the registration form before submission.
2. Relevant information about the facilities in the proposed driving school **MUST** be clearly stated on the registration forms.
3. The Driving School Standardization Programme (DSSP). Committee comprises of:
 - (a) The Representative State Commissioner for works or Transport.
 - (b) The State Chief Vehicle Inspection Officer (VIO).
 - (c) Federal Road Safety Corps.
 - (d) Representative (s) of registered associations of driving schools

4. Driving Schools **MUST** make their facility available for inspection by the State Committee on Driving School Standardization Programme (DSSP).
5. *DSSP WEB APPLICATION is www.frsc-dssp.com*
6. Accredited Driving School will login with their user names and passwords to enroll and update trainee records.
7. Accredited Driving School must enroll based on the facilities they have in their respective schools (1 Instructor+1 Vehicle = 8 student) see annex 'A'.
8. Any Driving School who have acquired new vehicles and train more Instructors **MUST** obtain and fill Vehicle/Instructors update form (ANNEXURE 'B') from FRSC Office close to the Driving School.
9. Accredited Driving Schools must ensure that driving courses are taken by all enrolled trainees, and not given their username and password to another person.
10. The accredited Driving Schools will generate certificates with a unique code to their students after completing 26 sessions of driver's training.
11. The role of all accredited driving schools stops at training and generation of certificates after 26 sessions.
12. Driving Schools must not share their user names and password with person/persons.
13. Sanctions will be meted on any Driving School who do not operate within this practice.
14. This SOP is subject to review from time to time as need be.

ANNEXURE 'A'

ACCREDITED DRIVING SCHOOL TRAINEES ENROLMENT GUIDE

S/N	Nos of Instructors	Nos of Vehicles	Maximum Students at all time
1	1	1	8 Students
2	2	2	16 Students
3	3	3	24 Students
4	4	4	32 Students
5	5	5	40 Students
6	6	6	48 Students
7	7	7	56 Students
8	8	8	64 Students
9	9	9	72 Students
10	10	10	80 Students

ANNEXURE 'B'

**FEDERAL ROAD SAFETY CORPS
DEPARTMENT OF TRAINING,
NATIONAL HEADQUARTERS,
WUSE, ZONE 3, MAPUTO STREET,
ABUJA.**

DRIVING SCHOOL VEHICLES/INSTRUCTORS UPDATE FORM
*(TO BE COMPLETED BY DRIVING SCHOOLS WHO HAVE ACQUIRED ADDITIONAL
VEHICLES/INSTRUCTORS)*

SECTION A: DRIVING SCHOOL DETAILS

NAME OF DRIVING
SCHOOL.....

STATE OF OPERATION:
.....

PRESENT
ADDRESS.....
.....
.....

NAME OF OPERATOR
.....

PHONE
NUMBER.....

EMAIL
ADDRESS.....

SECTION B:

(i) EXISTING DRIVING SCHOOL INSTRUCTORS DETAILS

S/N	NAME OF INSTRUCTOR	IF TRAINED BY FRSC Y/N	AGE	QUALIFICATIONS	CLASS OF NDL	NDL NUMBER

(Instructors trained by FRSC MUST attach photocopies of certificates of attendance)

(ii) NEW DRIVING SCHOOL INSTRUCTORS DETAILS

S/N	NAME OF INSTRUCTOR	IF TRAINED BY FRSC Y/N	AGE	QUALIFICATIONS	CLASS OF NDL	NDL NUMBER

(Instructors trained by FRSC MUST attach photocopies of certificates of attendance)

SECTION C:

(i) DRIVING SCHOOL EXISTING VEHICLES DETAILS.

S/N	VEHICLE MAKE	VEHICLE REG. NO	IS VEHICLE ALREADY BRANDED? Y/N	YEAR OF PURCHASE	CHASIS NUMBER	ENGINE NUMBER	IS VEHICLE FUNCTIONAL

(ii) DRIVING SCHOOL NEW VEHICLE DETAILS

S/N	VEHICLE MAKE	VEHICLE REG. NO	IS VEHICLE ALREADY BRANDED? Y/N	YEAR OF PURCHASE	CHASIS NUMBER	ENGINE NUMBER	IS VEHICLE FUNCTIONAL

SECTION D: (FOR OFFICIAL USE ONLY)

A: SECTOR/UNIT COMMANDS

NAME OF CONFIRMATION OFFICER

RANK.....

PIN.....

COMMAND.....

SIGNATURE/DATE.....

SECTOR/UNIT COMMANDER'S COMMENT;

.....
.....
.....

SIGNATURE/DATE.....

B: RSHQ (TRAINING DEPARTMENT)

HOS (DSSP) RECOMMENDATION:

.....
.....
.....
.....

SIGNATURE/DATE.....

DCM (TRAINING) AUTHORIZING OFFICER:

.....
.....

SIGNATURE/DATE.....

NOTE

1. *All vehicles and driving school instructors must be confirmed physically before recommendations are made for update.*
2. *Pictorial evidences of branded vehicles must be attached.*