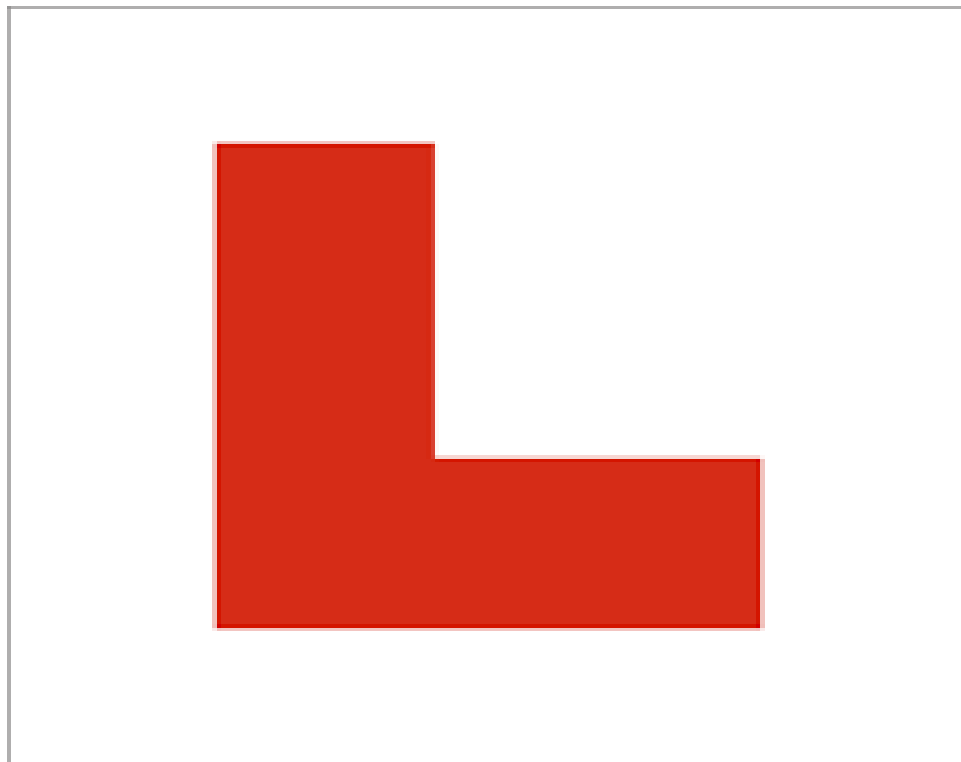




FEDERAL ROAD SAFETY COMMISSION
NATIONAL HEADQUARTERS,
WUSE, ZONE 3, NO. 4, MAPUTO STREET,
ABUJA



STANDARD OPERATING PROCEDURE FOR DRIVING SCHOOL
OPERATIONS IN NIGERIA

1.0 SCOPE

This Standard Operating Procedure covers all activities relating to registration and certification of Driving Schools in Nigeria, enrolment of students and issuance of certificates to successful students at the completion of training.

2.0 PURPOSE

The document is aimed at standardizing, harmonizing and streamlining all activities relating to establishment of Driving Schools, its Operations, enrolment of students, training of students, certification of students and recommending such students for the purpose 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 a lead agency in traffic management and administration in Nigeria is empowered by Section 5 (f) of the FRSC (Establishment) Act 2007 to make regulations relating to the establishment, investigation and certification of driving schools in Nigeria. This is further strengthened by Regulations 33 (1b) and 33 (1c) of the National Road Traffic Regulations (2012). Regulation 33 (1b) states that "*The Commission shall regulate the establishment and registration of Private and Government owned driving Schools in Nigeria*". Regulation 33 (1c) also requires the Commission to set guidelines for the establishment of such driving schools. Therefore, this Standard Operating Procedure is designed as a guide for driving schools operations in Nigeria.

5.0 APPLICATION FOR REGISTRATION

- 5.1 Any prospective operator of a driving School **MUST** obtain form TSC0001 from any Federal Road Safety Commission office nearest to the location of the proposed school **at no cost**. OR Download from www.frsc-dssp.com.
- 5.2 Submit a completed form to the Command where the form was obtained with the following documents:
 - i. CAC Certificate of Incorporation
 - ii. Valid Driver's Licence of the Proprietor/Instructor.

6.0 INSPECTION AND CERTIFICATION OF DRIVING SCHOOL

- 6.1 The State Committee on Driving School Standardization Programme (DSSP) conducts inspection of the Driving School using the following checklists as attached:
 - i. Classroom Inspection Checklist.
 - ii. Vehicle Inspection Checklist.
 - iii. Practical Driving Inspection Checklist.
- 6.2 The Committee forwards report of inspection and recommendations to the Training Department of FRSC National Headquarters.
- 6.3 Based on the inspection/assessment report, the National Headquarters gives provisional approval to the driving school that meets requirements as recommended by the State Committee on DSSP.
- 6.4 Unsuccessful driving school shall be communicated accordingly.
- 6.5 RSHQ gives access to successful Driving School on the FRSC DSSP Portal: www.frsc-dssp.com for its operations.
- 6.6 The final approval is based on the outcome of the confirmatory inspection of such driving school during the RSHQ quarterly inspection of driving schools in Nigeria.

7.0 CERTIFIED DRIVING SCHOOL ROUTINE OPERATIONS

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

8.0 SANCTIONS/RE-ADMITTANCE

- 8.1 FRSC shall sanction any violation of this Standard Operating Procedure for Driving Schools in Nigeria through:

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 through a letter.

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 denied access to FRSC driving school portal which will lead to closure of such driving school.

8.2 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.

OTHER IMPORTANT INFORMATION

- a. Relevant information about the facilities in the proposed driving school **MUST** be clearly stated on the registration form.
- b. The Driving School Standardization Programme (DSSP) Committee mentioned in item 6.1 above comprises of:
 - i. The Representative of the State Commissioner for works or Transport as ***Chairman of the Committee.***
 - ii. The State Chief Vehicle Inspection Officer (VIO).
 - iii. Sector Commander of FRSC
 - iv. Representative(s) of registered associations of driving schools.
 - v. Sector Training Officer as ***Secretary.***
- c. Driving Schools **MUST** make their facilities available for inspection by the State Committee on Driving School Standardization Programme (DSSP).
- d. DSSP Web Application is www.frsc-dssp.com.
- e. Accredited driving schools will login with their user names and passwords to enroll and update trainee records.
- f. Accredited driving schools must enroll based on the facilities they have in their respective schools (1 Instructor+1 Vehicle = 8 student) see Annex 'A'.

- g. Any driving schools that acquire new vehicle(s) and has trained more Instructors **MUST** obtain and fill Vehicle/Instructors update form (**ANNEXURE 'B'**) from FRSC Office close to the Driving School.
- h. Accredited driving schools must ensure that driving courses are taken by all enrolled trainees.
- i. Accredited driving schools will generate certificates with unique codes for their students after completing 26 sessions of driver's training.
- j. The role of accredited driving schools stops at training and generation of certificates after 26 sessions.
- k. Driving Schools must not share their user names and password with unauthorized persons.
- l. Sanctions will be meted on any driving school that does not conform to the required standard as stated in this document.
- m. This SOP is subject to review from time to time as the need arises.
- n. There shall be 2 (Two) workshops in a year: National Driving school Instructors workshop to hold in the first Half of every year and the National Driving School Operators workshop to hold at the second half, that is between January to June and July to December respectively of every year.
- o. Attendance to these workshops is compulsory and it is a pre requisite for the yearly re - certification of driving schools.

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 COMMISSION
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
DRIVINGSCHOOL.....
.....

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 | Quali- fication | Class of NDL | NDL Number |
|---------|--------------------|---------------------------------|-----|--------------------|--------------------|------------|
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(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 | Quali- fication | Class of NDL | NDL Number |
|---------|-----------------------|---------------------------------|-----|--------------------|--------------------|------------|
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(Instructors trained by FRSC MUST attach photocopies of certificates of attendance)

SECTION C:

(i) DRIVING SCHOOL EXISTING 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 |
|-----------------|-------------------------|----------------------------|--|-----------------------------|--------------------------|--------------------------|----------------------------------|
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(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 |
|-----------------|-------------------------|----------------------------|--|-----------------------------|--------------------------|--------------------------|----------------------------------|
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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:

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

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.*