



**NATIONAL TRANSPORT AND SAFETY AUTHORITY**

**DRIVING SCHOOLS VETTING FORM**

**INSTRUCTIONS**

The dully completed form should be submitted in duplicate to the nearest NTSA offices within fourteen days (14) from the date of the Public Notice. All Driving School branches are separate entities and must therefore complete the Form in their individual capacities. Driving Schools will be held responsible for any misinformation provided. Failure to submit the dully completed form within the stipulated timeframe will lead cancellation of the driving school license.

**PART A. GENERAL INFORMATION**

***Please fill in the necessary information.***

- a) Name of driving school .....
- b) Branch .....
- c) Certificate of incorporation No.....
- d) Operating License number ..... Expiry date.....
- e) Postal address .....
- f) Physical address (county, street, house) .....
- g) Telephone number.....
- h) Email address .....
- i) Classes offered (Tick) A  B  C  D  E  F  G
- j) Proprietors name (s)
  - 1) ..... Pin No..... ID.NO.....
  - 2) ..... Pin No..... ID.NO.....
  - 3) ..... Pin No..... ID.NO.....
  - 4) ..... Pin No..... ID.NO.....
  - 5) ..... Pin No..... ID.NO.....
  - 6) If more than five (5), provide separate sheet.
- k) How many students do you enrolled in a Month..... Attach three months (3) admission list.

**PART B: MANDATORY REQUIREMENT** *(please tick where appropriate)*

NO	ITEM	AVAILABLE	NOT AVAILABLE
1	Management Office		
2	Reception/ secretary office		
3	Theory Room		

4	Training vehicles/ machines		
5	Parking area/ Maneuver yard		
6	Safety Equipment (fire extinguisher, first aid box)		
7	Student attendance record		
8	Toilets		
9	Learning Environment	Suitable <input type="checkbox"/>	Not Suitable <input type="checkbox"/>

**PART C: EVALUATION (Please tick appropriately)**

NO	ITEM	AVAILABLE	NOT AVAILABLE
1	Model Town Board		
2	Students seats		
3	Teaching Aids (Road signs Chart)		
4	New Curriculum Books		
	Curriculum For Testing Of Drivers And Instructors		
	Syllabus For Training And Testing Drivers And Riders		
	Kenya Learners And Drivers Handbook For Light And Professional Light Motor Vehicles		
	Kenya Learners : Drivers Handbook For PSV		
	Kenya Learners: Drivers Handbook For Truck Drivers		
	Kenya Learners : Motor Cycle handbook		
	Kenya National Highway Code		
5	Schemes of work and lesson plans		
6	Black/ White writing board		
7	Students admission records		
8	Students progress record and assessment tests		

**PART D: STAFF COMPLIMENT**

**a) Fill in the following.**

- i. Manager.....ID No.....Tel.....
- ii. Secretary.....ID No.....Tel.....
- iii. Number of Instructors (instructor to student ratio (1:24).....
- iv. Number of instructors trained under the new curriculum.....
- v. In the table below provide the names, NTSA certificate number and highest level of education for the instructors at the school. If more than five (5), provide a separate sheet.

No	Name	NTSA Certificate No.	Id No	Highest Level Of Education
1				
2				
3				
4				
5				

**b) Training Vehicles details**

- i. Does your school have training vehicles? Yes  No
- ii. If yes, please specify by filling in the detail in the form below. If more than five (5), provide a separate sheet.

No	Registration Number	Make	Capacity	Comprehensive Insurance Cover	Inspection Report Vc.No.
1					
2					
3					
4					
5					

**c) Compliance with Motor Vehicle Inspections requirement.**

Provide the following information

DETAILS	NUMBERS
Total number of vehicles with valid motor vehicle Inspections	
Total number of vehicles without valid motor vehicle Inspections	

If non complaint, provide reasons why. Has the school provided a letter explaining the reasons for non-compliance? Yes  No

**DECLARATION**

I ..... of..... (Driving school) and of P.O. Box .....(Postal Code)..... (Town) ..... do hereby declare that the information I have given in this questionnaire are complete, true and correct in every detail. I understand that if I have stated anything that is false or misleading, the driving school license granted will be suspended, varied or revoked by the Authority.

**Signed** .....

**Date**.....

## **PART E: ATTACHMENTS**

**Please attach the following documents when submitting the questionnaire to the Authority.**

1. Copy of Certificate of Incorporation/ Business registration certificate.
2. Copy of CR 12 form.
3. Lease agreements of the premises.
4. Copy Student admission records.
5. NTSA instructor's certificate /Serial number.
6. Instructor's Certificate of good conduct.
7. Copy of students attendance register.
8. Schemes of work for instructors with effect from January, 2018.
9. Certified copies of inspection reports for training vehicles.
10. Samples of lesson plans.
11. Copies of Curriculum Vitae for management of driving school. (managers, supervisors, Secretaries, Accountants)