

**ADMINISTRATIVE ORDER )**  
**No. 1 )**  
**Series of 1972 )**

**SUBJECT: RULES AND REGULATIONS GO-**  
**VERNING THE SUPERVISION AND**  
**CONTROL OVER DRIVING**  
**SCHOOLS**

Pursuant to the provisions of EXECUTIVE ORDER No. 248, dated July 24, 1970 and R.A. No. 4136, otherwise known as Land Transportation and Traffic Code, the following rules and regulations are hereby promulgated for the guidance of and observance by those desiring to establish and those actually operating Driving Schools.

***Section I -- Definitions***

All terms and phrases used herein shall have the meaning respectively given them under the provisions of Rep. Act No. 4136, as amended, except in those instances where the context clearly indicates an entirely different meaning.

***Section II -- Application***

Any person or group of persons who desire to establish or open, or before actually operating a driving school, shall file with the Commissioner of the Land Transportation Commission, an application to establish, open or operate such school. The application shall be on a form prescribed by the Commission, contain such information as the Commissioner may require, such as: the location of the building; building plan showing the adequacy of the classrooms, library, toilet facilities, laboratory equipment, training aids, motor vehicles, faculty rooms, administrative offices and premises, the financial status of the applicant; and the registration of the trade name in the Bureau of Commerce.

***Section III -- General Requirements***

Upon receipt of an application to establish and open a driving school, the Commissioner shall cause the applicant to be interviewed by his duly designated deputy in order to ascertain and verify the correctness and truth of the information contained in the application. He shall forthwith require such deputy to make an ocular inspection of the applicant's equipment and/or facilities as disclosed in the application, and as they relate to their necessity, propriety and adequacy in

meeting the requirements of instructions as warranted by public interest.

A report containing the findings of the duly designated deputy with his comments and recommendations, accompanied by a sworn statement of the applicant with documentary evidence of the adequacy of his funds for annual operating expenses including the school budget of estimated income and proposed expenditures, shall be submitted to the Commissioner, who upon finding the application and other evidences satisfactory, may grant the permission to build the school, or if already built or established, a temporary permit shall be granted to operate for a period of Twelve (12) months beginning from the date of approval, renewable every Twelve (12) months thereafter, at the option of the application upon compliance with all the requirements herein prescribed. The annual fee for a temporary permit to operate a driving school and every renewal thereof shall be ₱200.00

***Section IV -- Government Accreditation***

At the end of a Twelve (12) month period of operation under a temporary permit, a certificate granting the school government recognition, may be issued by the Commissioner if the applicant has complied with all the requirements prescribed herein and whenever the Commissioner is satisfied that the school is operating in a proper and proper manner and has furnished the learners and student drivers adequate instruction, a certificate shall bear the seal of the Land Transportation Commission and shall be issued upon the payment of the fee of ₱50.00

***Section V -- Revocation of Permit and Government Recognition***

A permit to open and operate a driving school, or its government recognition, after actual operation, may be suspended for a period of six (6) months, on the first offense, for three (3) months on the second, and permanent revocation on the third offense, whenever the Commissioner has reasons to believe that the school is not properly equipped and/or managed, or does not maintain its duly approved course of study and curriculum, that the faculty members are not competent in professional standards in the performance of their duties and responsibilities; that fraud or false representations have been committed in the making and the filing of an application with the school, after due notice and hearing, was found to

have failed to comply with the requirements and conditions prescribed in this Order and in other laws and their implementing rules and regulations. Any driving school operating without the necessary permit issued by the Land Transportation Commission shall be penalized by a fine of not less than ₱1,000.00 and immediate closure of the school.

#### **SECTION VI – Enrollment and Course Duration**

In consonance with the provisions of RA 4136, all driving schools shall enroll, as their trainees and student drivers, only persons who are in possession of valid student driver's permits issued by the Land Transportation Commission. All student drivers desiring to be licensed as non-professional drivers shall undergo training for at least one (1) month, and those desiring to be licensed as professional drivers shall undergo training for at least five (5) months before qualifying for an examination as such to be given by the Land Transportation Commission. The period of apprenticeship for an applicant for a Professional Driver's License may be reduced to Three (3) months upon recommendation of a duly recognized driving school which must be accompanied by the school's certificate of the applicant's satisfactory completion of the driving course for professional drivers.

#### **Section VII – Course of Instruction**

(a) The course of instruction shall consist of two phases, namely: classroom instruction, and practical driving lessons.

(b) The classroom instruction shall embrace the following fields of study:

- (1) Vehicle accessories, mechanism and driving principles;
- (2) Rules of the road – driving manners and courtesy;
- (3) Traffic signs, signals, markers and devices;
- (4) Traffic rules and regulations;
- (5) Pedestrians' rights and duties;
- (6) Penal provisions – fines and penalties.

The classroom instructions shall be conducted in thirty (30) sessions of One (1) hour per session.

(c) Practical driving course shall be divided into Twenty (20) driving lessons consisting of Thirty (30) minutes per lesson. The motor vehicle to be used during the practical driving course shall be furnished by the school, except in cases where the student driver desires to use his own vehicle.

Instruction shall cover safe driving techniques at any speed within lawful speed limits through different densities of traffic. It must also extensively cover the practical applications of the instructions given in the classrooms as hereinabove prescribed.

(d) In the case of student drivers desiring to be licensed as professional drivers, they shall be given additional classroom instructions on mechanical trouble shooting, motor vehicles registration requirements, and the elementary provisions of the Public Service Law. Practical driving instructions shall be extended to situations requiring more difficult driving maneuvers and controls.

#### **Section VIII – Instructors' Qualifications**

(a) The classroom instructors of motor vehicle driving schools have the following qualifications:

- (1) Must have at least completed his/her second year in college or its equivalent in vocational training.
- (2) Must not be less than 23 years old and of good moral character.
- (3) Must have at least 5 years experience as a motor vehicle driver and preferably with 2 years experience as a Traffic Law Enforcement Officer, and must possess a valid and current license.

(b) The practical driving instructors shall have the following qualifications:

- (1) Must be at least a high school graduate or its equivalent in vocational training.
- (2) Must be not less than 21 years old and of good moral character.
- (3) Must be a holder of a valid driver's license with five (5) consecutive years of driving experience.
- (4) Must not have been involved in a traffic accident during the last (5) years prior to his appointment as instructor.

No person shall be employed as a classroom or practical driving instructor in a Driving School unless he is duly accredited by the Commissioner of the Land Transportation Commission or by his duly designated successor. Any person who violates this provision shall be barred as instructor of such driving school for life and/or fine of not less than ₱500.00. In addition to this, the driver's license may be suspended or revoked at the discretion of the Commissioner.

*Section IX – Certificate of Course  
Completion*

After the satisfactory completion by a student driver of the prescribed driving course, school authorities shall issue a certificate to this effect. The certificate shall contain among other things the course completed, more particularly the types of the motor vehicles used during the training for guidance in determining and assigning the limitation of the driving privilege when issued a license.

*Section X – Repealing Clause*

All orders, memoranda, circulars, and rules and regulations in conflict herewith are hereby deemed revoked, modified or amended accordingly.

*Section XI – Effectivity Clause*

This Administrative Order shall take effect thirty (30) days from date of approval hereof by the Secretary of Public Works, Transportation and Communications.

(SGD.) ROMEO F. EDU  
Commissioner

APPROVED, December 12, 1972

(SGD.) DAVID M. CONSUNJI  
Acting Secretary  
Department of Public Works, Transportation  
and Communications