

ADMINISTRATIVE ORDER)
NO. 2)
Series of 1980)

SUBJECT: RULES AND REGULATIONS GOVERNING THE SUPERVISION AND CONTROL OVER STUDENT DRIVERS' SCHOOL.

Pursuant to the provisions of Executive Order No. 248, dated July 14, 1970, and in consonance with Republic Act 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 applying to establish and operate Student Drivers' Schools and those already operating them.

Section I – Definition

All terms and phrases used herein shall have the meaning respectively given them in R.A. 4136, as amended, in addition to the terms and phrases which are defined, as used herein, as follows:

Bureau – Refer to the Bureau of Land Transportation

Director – Refers to the head of the Bureau of Land Transportation.

Student Driver – Includes persons enrolled in a Student Drivers' School undertaking prescribed courses of instruction to learn to operate a motor vehicles.

Student Drivers' School – Refers to an educational institution established, organized and licensed to engage in the business of handling complete instruction to student drivers to operate motor vehicles and is accredited by the Bureau of Land Transportation.

Original Permit – Refers to the first permit issued under this Order.

Section II – Application and Scope

Any person or group of persons, natural or juridical, who desires to establish and operate, or before actually operating a driving school, shall file with the Director of the Bureau of Land Transportation, through the BLT Regional Director concerned, an application, on a form prescribed by the Bureau, containing certain prescribed information and showing compliance with

the standard requirements hereinafter set forth. In the case of Metro Manila, applications may be filed directly with the Bureau of Land Transportation, East Avenue, Quezon City.

Nothing in this order shall be understood to include government operated driving schools as they will be treated under a different order.

Section III – Established Schools

Any school that has already been established and operating and which has previously been issued a temporary permit or certificate granting the school government recognition shall be given three (3) months within which to comply with the standard requirements hereinafter set forth.

Section IV – Standard Requirements

The standard requirements that have to be complied with by an applicant for the establishment and operation of a drivers' school are the following:

1. **Maneuvering Site**

The school must have a maneuvering site at least 6 m wide x 6 m long where the students undertake off-highway driving lessons, including the development of maneuvering dexterity, prior to the major highway driving lessons. In case the designated maneuvering site is public property, it must be secured through permit from the government agency concerned; if it is on a public highway, it shall be used without violating any law, ordinance, or traffic rules and regulations. The highway must be such which usually has only very slight traffic.

2. **School Building**

The driving school shall have sufficient classrooms that meet the prescribed standard as provided under this section, sub-par. 3(a).

3. **Classrooms**

a. The minimum dimension of a classroom must not be less than 24 square meters, excluding the space reasonably required for the library and laboratory materials placed in the classroom.

b. A classroom chair, equipped with an armrest to enable students to conveniently write and read, must have a seat measuring

not less than 0.5 x 0.5 meter.

c. Each classroom may accommodate a minimum of eighteen (18) students but shall accommodate no more than forty-eight students at any one session.

d. Each classroom must have on display one (1) set of international road signs and other traffic signs that are pertinent to the local setting. The lateral dimensions or diameter of each sign must not be less than 12 inches.

e. For student drivers intending to apply for a professional driver's license, the school must have in the classrooms parts assemblies or automotive components that are aids in teaching "trouble shooting."

4. *Library Facilities*

The school must have library facilities with at least the following as compulsory reading materials:

a. R.A. No. 4136 and the Public Service Act, together with amendatory laws and decrees, including Executive Order No. 546 series of 1979 and P.D. No. 1605.

b. Letters of Instructions, Administrative Orders of the Ministry of Transportation and Communications, and city/municipal ordinances relative to land transportation and traffic rules and regulations.

c. Driver's handbooks, defensive driving manuals, and automotive mechanics manuals.

5. *Motor Vehicles*

For purposes of training, the school must have at least two (2) motor vehicles, operational and registered in the name of the school or operator and one (1) motorcycle if the school offers motorcycle driving as a course. If possible, audio visual equipments shall also be provided. If there is no audio visual equipment, the school must have flip charts illustrating various traffic situations and graphic illustrations of motor vehicle components that are vital in vehicle operation.

6. *Instructor*

No person shall be employed as classroom or driving instructor unless he has been duly accredited as such by the Director of the BLT or his duly authorized representative. All accredited instructors shall pay an annual license fee of ₱50.00 to be paid to the BLT on or before the last working day of the year and shall be valid for the incoming year and ₱20.00 examination fee. Any person who

violates this provision shall be administratively fined in an amount not exceeding ₱500.00 and in addition, at the discretion of the Director, his driver's license may be suspended or revoked.

Likewise, owners/operators of Driving School who knowingly employ an instructor a person who is not duly accredited shall be fined administratively in an amount not exceeding Two Hundred Pesos (₱200.00), for the first offense, Three Hundred Pesos (₱300.00) for the second offense and revocation/suspension of government recognition or permit, at the discretion of the Director, for the third offense.

Both classroom and Driving instructors must be possessed with an appropriate identification card to be issued by the Director and exhibited at all times while conducting classes or actual driving lessons.

A. *Classroom Instructor*

The classroom instructor shall have the following qualifications:

a. Except for those who are already actually teaching in the driving schools, completion of two (2) years of college education, plus a thorough knowledge of automotive trouble shooting.

b. He must be not less than 23 years of age.

c. He must have had at least three (3) years of experience as a licensed driver.

d. He must have passed a qualifying examination given by the BLT.

e. He must possess a valid and current driver's license.

f. He must have a certificate of clearance issued by the BLT stating, among others, that he has not been apprehended for the past 12 months for any traffic violation.

7. *Course of Instruction*

The course of instruction shall consist of two phases, namely: first, classroom instruction and second, practical driving instruction.

a. The classroom instruction shall embrace the following courses/fields of study:

(1) Functions and mechanisms of automotive assemblies and functional accessories;

(2) Automotive and driving principles;

(3) Trouble shooting cum practicum;

- (4) Driving manners and courtesy; rules of the road;
 - (5) Traffic rules and regulations; traffic signs, signals and road markers;
 - (6) Safe driving practices;
 - (7) Fuel conservation tips and techniques;
 - (8) Motor vehicle registration requirements;
 - (9) Basic organization and functions of the BLT, BOT and Constabulary Highway Patrol Group;
 - (10) Penal provisions of BLT rules and regulations (fines and penalties);
 - (11) Background/evolution of transport and its role in development.
- b. The length of classroom instruction shall not be less than fifteen (15) days at one (1) hour a day while on practical driving instructions, shall not be less than ten (10) days at thirty (30) minutes per day.
 - c. The school shall use its own motor vehicles for the practical driving lessons, except in cases where the student desires to use his own vehicle.
 - d. The school administration shall in writing inform the practical driving instructor and student driver on the provision of law, as follows: "The licensed driver acting as instructor to the student driver shall likewise be responsible and liable for any violation of the provisions of (R.A. 4136) and for any injury or damage done by the motor vehicle on account or as a result of its operation by a student driver under his direction."
 - e. Course syllabus - Every driving school must submit a course syllabus to the Director or his duly authorized representative for evaluation and approval.
 - f. Grading system - In order for the school to have a record of the progress of the student in the course of his practical driving lessons, it shall adopt a grading system, subject to inspection the approval of the BLT, of scoring with merit and demerit points on various aspects of his driving performance.
 - g. Enrollment - The driving school may enroll students at any time; provided, however, that new students will commence their schooling together in batches of not more than 48 students. The students shall be informed of the date when they will begin their attendance and when they will

complete the entire course.

h. All driving schools shall at the end of each course submit to the BLT the list of their successful graduates together with their corresponding grades.

i. All motor vehicles used in the practical instruction shall be labeled "CAUTION - Student Driver" in bold letters.

Section V - Student Driver's Permit

No student driver shall commence practical driving instruction unless he has satisfactorily completed the prescribed classroom driving instruction and possessed with a duly acquired student permit.

Section VI - General Requirements

The applicant shall submit as proof of its financial condition a financial statement executed by a licensed certified public accountant. The school shall be shown to be in such financial condition as to reasonably expect it to operate for at least one (1) year without prejudice to the interest of its instructors and students.

The applicant shall submit a sworn statement with documentary evidence of the adequacy of his funds for annual operating expenses, including school budget of estimated income and other expenditures.

Other requisite documents to be submitted are as follows: if the applicant/operator is a single proprietorship, the business name registration; if a partnership or corporation, the business name registration and other documents required by the Securities and Exchange Commission as prerequisites to their establishment, incorporation and operation; and a Mayor's Permit.

Upon receipt of an application to establish and open a student driver's school, the Director shall cause the applicant to be interviewed by his duly authorized representative in order to ascertain and verify the correctness and truthfulness of the information contained in the application. He shall forthwith require such representative to permit an ocular inspection of the applicant's establishment, equipment and facilities and evaluate the same by which he has met the requirements herein provided.

3. In the event that the applicant or his duly authorized representative, the applicant and other evidence satisfactory to the Director permit to operate the school, or if already established and operating, renew the same.

All applications approved and granted by the Director of the Bureau of Land Transportation (BLT) shall be valid for one (1) year starting January 1 to December 31 of any given year, provided any original permit issued during this period shall be valid only up to December 31 of any given year. Renewal of permits shall be on or before the last working day of the year. Such renewal permit shall be valid for the next succeeding year.

In case of failure to renew during the period herein prescribed, the owner/operator of the driving school, in addition to the payment of the annual permit fee of ₱200.00, shall pay an administrative fine of ₱200.00.

Section VII – Revocation of Permit and Government Recognition

A permit to establish and operate a driving school, or its certificate of government recognition when in actual operation, may, after due notice and hearing, be suspended for a period of six (6) months on the first offense, one (1) year on the second offense, and permanent revocation on the third offense, whenever the Director has reasons to believe:

1. That the school is not properly equipped and/or managed.
2. That the school does not carry out its duly approved course of study and curriculum.
3. That the instructors do not maintain professional standards in the performance of their duties and responsibilities.
4. That fraud and/or misrepresentations have been committed in the making and filing of the application and in its operation.
5. That the school, after due notice and hearing, was found to have failed to comply with the requirements and conditions prescribed in the Administrative Order and in other laws and their implementing rules and regulations.

Any school found operating without the necessary temporary permit or certificate of government recognition, as the case may be, shall be penalized by a fine of not less than ₱1,000.00 and barred from further operations.

Section VIII – Compliance with Other Laws

It shall be the duty of the duly authorized representative of the Director to ascertain that the accredited schools shall at all times comply with applicable laws and their implementing rules and regulations, including an annual permit from the Mayor's Office of the city or municipality where the school and/or its branches are located and coverage of the school personnel by the Social Security System.

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 show that he has undergone formal instruction. The certificate shall contain, among other matters, the course completed, more particularly the type of the motor vehicle used during the training for guidance in determining and assigning the limitation of the driving privilege when he applies for a driver's license.

Section X – Repealing Clause

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

Section XI – Effectivity Clause

This Administrative Order shall take effect ninety (90) days from date of approval by the Minister of Transportation and Communication.

MARIANO R. SALAS, JR.
Director

APPROVED 1980:

JOSE P. DANS, JR.
Minister
Ministry of Transportation and Communication