



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE**

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GENERAL SERVICES SECTION

MEMORANDUM CIRCULAR NO. 2021 - 2266

SUBJECT : GUIDELINES FOR THE DRIVING SCHOOL OPERATION DURING COMMUNITY QUARANTINE

DATE : 19 MAY 2021

Pursuant to the amended Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines together with the Inter-Agency Task Force (IATF) Resolutions, and in compliance to the Department of Trade and Industry (DTI) Memorandum Circular No. 21-14 issued on 23 April 2021 otherwise known as "On-Site Operational Capacity of Business Establishments, Persons and Activities in Various Community Quarantines", the following Guidelines are hereby promulgated for uniform implementation of the provisions of Memorandum Circular No. 2019-2176 or the "Rules and Regulation on the Accreditation, Supervision and Control of Driving Institutions, and on Standardization of Driver Education" during community quarantine period.

I. STATUS OF OPERATION OF DRIVING INSTITUTIONS DURING COMMUNITY QUARANTINE

As per DTI Memorandum Circular No. 21-14/21-15, the driving institutions status of operation during the community quarantine shall be as follows:

Business Establishments/Activities	ECQ	MECQ	GCQ	MGCQ
CATEGORY II				
Driving Schools (Subject to DOTr Guidelines)	Not allowed	50% Face-to-face classroom-type classes shall remain prohibited	100%	100%

In the areas where Modified Enhanced Community Quarantine (MECQ) is being implemented, driving institutions shall only conduct the Practical Driving Course (PDC) as face-to-face classroom-type classes shall remain prohibited.

Under the new normal, the latest IATF Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines shall be adhered to.

II. MINIMUM HEALTH PROTOCOL

Driving Schools are to implement Covid19 preventive measures including but not limited to:

- Regular conduct of general disinfection in the whole driving school building/facility which includes spraying of disinfectants and wiping of chairs, tables and door handles every after use of customers and/or employees;

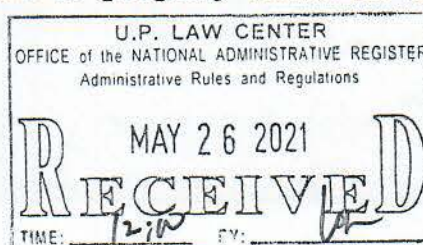
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2. Implementation of the "No Face Mask, No Face Shield, No Entry" policy in all facilities;
3. Placing of disinfecting foot mats and hand sanitizers/alcohol at the entrances of the school;
4. Checking of temperature of anyone who enters the school and deny entry to those with temperature of 37-degree Celsius and above;
5. Requiring anyone who enter the establishment to scan the StaySafe PH QR Code for contact tracing purposes. In the absence of smartphones, a Health Declaration and Contact Tracing Form shall be filled out upon entry;
6. Organization of the seats in the waiting area and classrooms to apply physical distancing;
7. Installation of the plastic barriers to the counters in the reception area;
8. Students shall have a scheduled appointment prior to the lecture. Walk-in applicants shall be accommodated provided that the maximum 50% capacity of the classroom is still observed;
9. The management is encouraged to implement the cashless mode of payment.

A. CONDUCT OF THEORETICAL DRIVING COURSE

1. Classrooms shall be well ventilated preferably with open windows/doors or enclosed area shall be provided air purifier;
2. Seats shall be limited to 50% of the normal capacity of the classroom and shall be organized to be at least one (1) seat or one (1) meter apart from each other to observe physical distancing;
3. Wearing of face mask and face shield all throughout the lecture is to be strictly implemented. In no instances that the student or instructor, or anyone within the premises of the school remove his/her face mask;
4. Students or Instructors shall never use the same microphone at any point in time;
5. All materials for examination shall be properly sanitized using the Ultra Violet light and be placed in the seats of the students prior to the lecture;
6. Sharing of ballpen is strictly prohibited;
7. Students are in no instances shall be accompanied by relatives or friend/s inside the classroom;
8. Classrooms and seats shall be properly sanitized before and after every lecture.



B. CONDUCT OF PRACTICAL DRIVING COURSE

1. Wearing of face masks and gloves of both instructor and student all throughout the practical driving lessons;
2. Installation of plastic barrier between the instructor and the client/student;
3. Conduct of vehicle disinfection before and after every practical driving lessons;
4. There shall be only two (2) persons inside the vehicle. The instructor and the student, except that the student's religious belief restricts this provision.

C. DRIVING INSTITUTIONS EMPLOYEES

1. Regular RT-PCR test shall be conducted to the theoretical and driving instructors, administrators, guards, and other employees of the schools;
2. Theoretical and Practical Driving Instructors are required to wear N95 face mask and face shield all throughout the lecture;
3. In any instance that the employee experiences a Covid-19 symptom, he/she is advised to go home and take an RT-PCR. He/ She shall only be allowed to report back for work after presentation of a negative result of the said test.

D. STUDENTS

In any case that the student experience Covid-19 related symptoms, he/she is advised not to attend the lecture (or advise to go home if already in the school).

He/ She shall present an RT-PCR negative test result. The student may resume his/her course after fourteen (14) days of negative test result.

III. PENALTIES


A preventive suspension of sixty (60) days shall be imposed if;

1. The driving school failed to satisfactorily answered a show-cause order from LTO based on the submitted written complaint from a concerned party; or,
2. In cases where actual monitoring inspection is conducted and driving school is proven to have violated certain provision/s of this memorandum.

IV. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

FOR GUIDANCE AND STRICT COMPLIANCE.


EDGAR C. GALVANTE
Assistant Secretary

