

Activity Description Card/Automobile Driving School

Legislation	Executive Council Resolution No. 38/2018 and its Executive Regulations No. 604/2019 and amendments thereto regulating the activity of teaching driving vehicles in the Emirate of Dubai		
Activity Name	Automobile Driving School	Activity Code	RTA: 4 Department of Economy and Tourism: 809009
Activity Description	An institute authorized by the Roads and Transport Authority to practice the activity of teaching the driving of vehicles in the Emirate of Dubai to train and qualify those wishing to obtain a driving license for various types of vehicles.		
Governing Dep't Name	Driver Licensing Department	Permit-Issuing Dep't	Commercial Transport Activities Dep't
Entities to be visited before obtaining a permit	- Department of Economy and Tourism in Dubai - Licensing Agency (Driver Licensing Dep't + Commercial Transport Activities Dep't)		
Entities to be visited after obtaining a permit	Nil		
Fees	New Permit: AED 5000 for the parent establishment - AED 4000 for the branch - AED 2000 for the registration office, including kiosks Permit Renewal: AED 5000 for the parent establishment - AED 4000 for the branch - AED 2000 for the registration office, including kiosks		
Conditions and Procedures of Issuing the Permit	<ol style="list-style-type: none"> The owner of the establishment shall be a citizen of the country, and his/her age shall not be less than twenty-one (21) calendar years. The permit applicant or his/her legal representative shall submit the application to the Agency through the service delivery channels approved by RTA, accompanied by a copy of the valid passport and a copy of the identity card of the owner and all partners. The owner shall be of good conduct and behaviour, and has not been previously convicted of a felony or crime involving breach of honor or trust, unless he/she has been rehabilitated. Obtain the initial approval to practice the activity, which is issued by the Roads and Transport Authority. Pay the prescribed fees. 		
Licensing Conditions and Entity's Obligations	<ol style="list-style-type: none"> The total area of land on which the establishment and its various facilities will be built shall not be less than three hundred thousand square feet (300,000) for the parent establishment and 150,000 square feet for the branch as a minimum. The location proposed to practice the activity by the establishment or branch shall be in the areas approved by RTA and the concerned government agencies. The distance between the location of the new establishment and the existing establishments or branches shall not be less than 5 kilometers. Obtain the approval of the concerned government authorities to carry out the activity in the Emirate. Obtain approvals for studying traffic impacts and for the establishment's entrances and exits from RTA within a maximum period of (6) six months, from the date of issuance of the initial approval. Obtain the approval of the Supervising Committee to study the draft applications for licensing examination centers and driving institutes in RTA. Provide a sufficient number of categories of vehicles that the owner of the establishment intends to operate; equip them according to the standards and technical requirements approved by RTA; conduct periodic maintenance for them; and insure them with comprehensive insurance, provided that their number shall not be less than 20 light 		

- vehicles, 4 heavy vehicles, one of which is with a trailer, 3 heavy buses, 2 light buses, 4 motorcycles, one light and one heavy mechanical device.
- 7- Fulfill the security and safety stipulations set by the concerned bodies.
 - 8- Submit a bank guarantee in the name of the establishment at a value of AED 300 thousand, provided that it remains valid throughout the period of the permit to practice the activity.
 - 9- Submit an insurance policy that covers all damages that may result from practicing the activity.
 - 10- Connect the training halls, theoretical examination and server rooms to the Agency's smart control center; install sensors in the examination halls, provide recording devices and imaging cameras in these facilities, and ensure their quality, effectiveness, and continuous maintenance.
 - 11- Connect the establishment and branch system with the traffic system and the driver training and licensing systems at the establishment own expense, after the completion of construction work, to enable it to start practicing the training activity.
 - 12- Complete construction work, to enable it to start practicing the training activity.
 - 13- Submit a statement of the fees for the training courses and services provided by the establishment, approved by the Agency.
 - 14- Commit to theoretical training curricula, including the adoption of remote theoretical training in the training of trainees. Commit to practical training curricula and training paths and times approved by RTA.
 - 15- Provide technical devices for trainers and ensure their daily maintenance to enable them to carry out training in accordance with the requirements of the drivers training system.
 - 16- Maintain records containing all data, statistics and documents related to training activities for a period of no less than 6 months and make them available for RTA's employees.
 - 17- Provide facilities for people of determination, including at least one vehicle and a trainer to train trainees of this category.
 - 18- Provide a special hall and vehicles for training and examining VIP trainees according to the service provision standards approved by RTA.
 - 19- Commit to the unified training contract approved by RTA in contracting with trainees.
 - 20- Not to make a statement in any media, including social media, or to issue publications or brochures related to the authorized activity, except after obtaining the written approval of the Department.
 - 21- Not to engage in any other activity, even if it is related to the nature of the basic activity, or to exploit any part of the land on which the establishment is built for other commercial purposes, unless the prior written approval of the Agency is obtained.
 - 22- Provide lecture halls commensurate with the number of trainees registered in the establishment in accordance with the requirements contained in the annex to this policy. The area allocated for each table and chair shall not be less than (1) square meters, and the number of trainees shall not exceed 60 trainees.
 - 23- Public facilities (women's and men's prayer halls - waiting rooms for auditors/photocopiers/ office for eye examination - health facilities for people of determination).
 - 24- A printer for printing driving licenses.
 - 25- A shop selling ready-to-eat snacks and drinks. In the event that there is a cafeteria in which food is prepared, approvals shall be obtained from the competent authority.
 - 26- Equip a knowledge examination room for men with no less than 10 examination devices, and a room for women with no less than 6 examination devices.
 - 27- Provide accredited observers for knowledge examination halls
 - 28- Provide two approved data entry workers according to the workload of the establishment.
 - 29- Provide waiting rooms for the examinees for the practical and theoretical examination, and provide a hall for preparing the examinees.

- 30- Provide offices for RTA's supervisor and examiners, in which there is a work environment suitable for the nature of their work.
- 31- In the event that the establishment provides a childcare service for female employees or trainees, it shall meet the requirements approved by RTA.
- 32- Provide an electric generator at the parent establishment and branches for use in cases of power outages.
- 33- Provide air-conditioned waiting rooms for the trainees in the training tracks.
- 34- Sign an agreement to practice activities related to training and qualifying drivers with RTA, and fully comply with all its provisions.
- 35- Any other technical requirements approved by the RTA later.

**Service Delivery
Channels**

Applications to be submitted through RTA's website (www.rta.ae).