

Legislative Council Panel on Transport

Driver Improvement Scheme Code of Practice for Driving Improvement Schools

PURPOSE

This paper provides an updated version of the code of practice for the driving improvement schools to be designated for the Driver Improvement Scheme.

BACKGROUND

2. The Road Traffic Legislation (Amendment) Ordinance 2002 introducing the Driver Improvement Scheme was passed by the Legislative Council on 27 February 2002. The scheme is intended to be launched and become operational in the last quarter of 2002.

3. During the discussion of the proposed legislation at the Bills Committee in January 2002, Members commented on the draft Code of Practice for the driving improvement schools and noted that the transport trade would also be consulted. The Administration undertook to brief the Panel on Transport on the outcome of the consultations.

THE REVISED CODE OF PRACTICE

Consultation with Trade

4. The Administration has consulted a number of trade bodies and other interested parties including the Hong Kong Automobile Association, the Institute of Advanced Motorists Hong Kong, Motor Transport Workers' General Union, the designated driving schools and various private driving instructors' associations. They are in general supportive of the requirements, procedures and standards set out in the proposed Code of Practice.

5. The draft Code has been revised taking into account comments made by the Bills Committee and the interested parties. Major areas amended include the qualifications of course instructors (working experience is accepted in lieu of academic qualifications), teaching languages of driving improvement courses (courses in both

English and Cantonese will be offered with Putonghua as an additional option), provision of a mechanism for appeals and complaints, and enhanced protection for course participants. The revised draft Code of Practice is attached for Members' information.

6. To enhance protection for course participants, we propose a new fee payment mechanism to be adopted by the course operators. Under the current plan, a driving improvement course will comprise two sessions. It is proposed that the driving improvement school should only be allowed to demand 10% of the total course fee as a deposit when a course participant registers for the course. 45% of the total course fee should be collected at the time the participant attends Session One of the course, and the remaining course fee collected at the time the participant attends Session Two. This will minimise the financial risk to the course participants in the unfortunate event of a sudden termination of service by the course provider.

7. The proprietors of the schools will also be required to furnish to the Government a first demand Banker's Guarantee in the sum of \$100,000 as security for the due performance and observance of the conditions of the designation, the Code of Practice and all relevant legislation. The proposed level is considered acceptable by the parties consulted.

Course and Designation Fees

8. As reported to the Bills Committee, the maximum fee for a driving improvement course to be determined by the Commissioner for Transport is proposed to be \$1,000. The proposed fee payable for the designation of a driving improvement school is about \$4,000 per year. The trade bodies and interested parties consulted generally agree with the proposed fee levels.

FOR INFORMATION

9. Members are invited to note the consultation results and the content of the revised draft Code of Practice.

Transport Department
22 May 2002

REVISED DRAFT

**CODE OF PRACTICE
FOR
DRIVING IMPROVEMENT SCHOOL
DESIGNATED FOR
THE DRIVER IMPROVEMENT SCHEME**

(Name of Driving Improvement School)
(Address of Driving Improvement School)

**Issued by the Commissioner for Transport
under Section 102E(a) of the
Road Traffic Ordinance, Cap. 374**

CODE OF PRACTICE FOR DRIVING IMPROVEMENT SCHOOL

This document is issued under Section 102E(a) of the Road Traffic Ordinance, Cap. 374, as the Code of Practice for (name and address of Driving Improvement School) designated for the Driver Improvement Scheme. A failure on the part of the School to observe any rules or requirements set out in this code is not itself an offence, though it may constitute a breach of the condition of designation under section 102C of the Road Traffic Ordinance (Cap. 347) and hence may lead to revocation of the designation.

**CODE OF PRACTICE FOR
DRIVING IMPROVEMENT SCHOOL
DESIGNATED FOR THE DRIVER IMPROVEMENT SCHEME**

1. APPLICATION AND CONDITION OF DESIGNATION

1.1 This Code of Practice is applicable to (name and address of Driving Improvement School) designated as a driving improvement school (hereunder referred to as “the School”) by the Commissioner for Transport (hereunder referred to as “the Commissioner”) under section 102B of the Road Traffic Ordinance (Cap. 374). The proprietor of the School shall comply with the provisions stipulated in this Code of Practice. Failure to comply with any of the provisions herein may lead to revocation of the designation under section 102C of the Road Traffic Ordinance (Cap. 374).

2. GENERAL REQUIREMENTS

2.1 *Premises, Buildings and Other Facilities*

2.1.1 The premises of the School shall have the following facilities -

- (a) _____ lecture rooms of _____ in area (not less than 1.3m² per course participant), each with suitable audio and visual equipment for the provision of the driving improvement course.
- (b) suitable fire-hazard warning devices such as fire-alarms and smoke detectors, and clear fire escape routes;
- (c) reception and waiting areas of sufficient sizes for course participants;
- (d) an administration office for handling course registration procedures and enquiries from course participants; and
- (e) suitable computer and record keeping systems to maintain records of the operation of School including information about the proprietor, staff, personnel and the course participants.

2.1.2 The proprietor of the School shall submit plans and details of the facilities described in section 2.1.1 to the Commissioner for approval no later than two months or such shorter period as approved by the Commissioner

before the School commences operation.

- 2.1.3 If it is in the view of the Commissioner that changes to the submission made under section 2.1.2 are necessary, the proprietor shall, at his own cost, make changes to the facilities to the satisfaction of the Commissioner.
- 2.1.4 The School shall obtain all necessary licences, permits or written consent from all the concerned authorities in respect of the premises of the School and submit a copy of such information to the Commissioner.
- 2.1.5 The School shall not commence operation unless written approval is obtained from the Commissioner under section 2.1.2.
- 2.1.6 The proprietor of the School shall file an application with the Commissioner if he wishes to make any alterations or additions to the facilities approved by the Commissioner under section 2.1.2. No alterations shall be made unless written approval has been given by the Commissioner.
- 2.1.7 The Commissioner may determine the maximum number of course participants that can register with the School having regard to the size and facilities of the premises of the School.

2.2 *Course Instructors and School Administrator*

- 2.2.1 The proprietor of the School shall only employ qualified course instructors to give driving improvement courses.
- 2.2.2 For the purpose of section 2.2.1, a qualified course instructor is one who -
 - (a) has Form 5 standard or above or, in the case of a holder of valid driving instructor licence, has driving instruction experience exceeding 10 years;
 - (b) has held a valid Hong Kong driving licence or a driving licence issued by a country approved by the Commissioner for more than 10 years;
 - (c) has no conviction record of careless, dangerous driving, or driving under the influence of drink or drugs during the five years before employment by the School as a course instructor;

- (d) has not been disqualified from holding a driving licence during the five years before employment by the School as a course instructor; and
- (e) has been issued a valid course instructor certificate after attending and passing a driver improvement scheme instructor training course or refresher course provided by the Vocational Training Council or any other institution approved by the Commissioner.

2.2.3 The proprietor of the School shall submit the names and details of its course instructors to the Commissioner for authorisation at least two weeks before commencement of operation of the School. The authorisation of the Commissioner shall be sought immediately for any subsequent change in course instructors.

2.2.4 Each course instructor certificate shall be valid for three years. A course instructor must, within 6 months before the expiry date of the certificate, attend and pass a driver improvement scheme instructor refresher course provided by the Vocational Training Council or any other institution approved by the Commissioner. A new course instructor certificate valid for three years will be issued to the course instructor upon completion of the refresher course.

2.2.5 The proprietor of the School shall immediately cease to employ a course instructor who -

- (a) has been convicted of an offence under section 36, 37, 38 or 39 of the Road Traffic Ordinance (Cap. 374) during his employment as a course instructor of the School; or
- (b) has been disqualified from holding a driving licence during his employment as a course instructor of the School.

2.2.6 The proprietor of the School shall submit names and details of course instructors who are no longer employed by the School, including those whose employment has been terminated under section 2.2.5 above, to the Commissioner for revocation of the authorisation granted under section 2.2.3 above.

2.2.7 The proprietor of the School shall ensure that its course instructors behave, at all times, in a civil, orderly and professional manner in the giving of driving improvement courses and in their contacts with course participants.

2.2.8 The proprietor of the School shall employ a school administrator with qualification and experience levels no lower than those set out in Annex A of this Code of Practice. *[To be extracted from the tender submission of the successful tenderer].*

2.3 Provision of Driving Improvement Courses

2.3.1 Subject to sections 2.3.2 and 2.3.3, the proprietor of the School shall arrange for a person who has registered with the School and paid a 10% deposit to attend a driving improvement course as soon as practicable and in no event later than one month from the date of registration.

2.3.2 Section 2.3.1 shall not apply if the person registered with the School specifically requests to attend a driving improvement course on a date later than one month from the date of registration, but the date so requested must not be later than two months from the date of registration.

2.3.3 The proprietor of the School shall ensure that a driving improvement course is provided by the School to a holder of a driving licence other than -

- (a) a learner's driving licence issued under regulation 12 or 12A of the Road Traffic (Driving Licences) Regulations (Cap. 374 sub. leg.);
- (b) a temporary driving licence issued under regulation 13 of the Road Traffic (Driving Licences) Regulations (Cap. 374 sub. leg.); or
- (c) a driving licence to drive only Government vehicles.

2.3.4 The driving improvement course shall be provided in two sessions covering the modules set out in section 2.4.3 below.

2.3.5 The proprietor of the School shall provide flexible course schedules for course participants to choose from. The proprietor shall clearly inform a course participant at the time of registration that he can choose either to complete the course in one day or two different days. In case of the latter, the time interval between the two sessions must not be more than two months.

2.3.6 The proprietor of the School shall employ suitable and qualified course instructors to provide driving improvement courses in Cantonese and English *[and Putonghua if this is included in his tender submission]*. The

proprietor shall also make special arrangements to accommodate drivers with physical disabilities for attending the driving improvement course.

2.3.7 The minimum course schedule offered by the School in Cantonese, English [*and Putonghua if applicable*] shall be as set out in Annex B of this Code of Practice. [*To be extracted from the tender submission of the successful tenderer*].

2.3.8 Course participants must complete Session One of the driving improvement course before he can proceed to Session Two. The performance of a course participant shall be assessed at the end of each session of the driving improvement course he has attended and completed.

2.3.9 The proprietor of the School shall issue to a course participant an attendance record at the end of Session One showing the following –

- (a) the name of the course participant as shown on his Hong Kong Identity Card or any other identification document acceptable to the Commissioner;
- (b) the number of the Hong Kong Identity Card, or any other identification document acceptable to the Commissioner, of the course participant;
- (c) the serial number of the attendance record;
- (d) the modules/topics which the course participant has attended and completed during Session One;
- (e) the date of registration;
- (f) the date of completion of Session One;
- (g) the assessment of the performance of the course participant during Session One using the criteria set out in section 4.4;
- (h) the signature of an authorised person of the School; and
- (i) the embossing seal of the School.

2.3.10 If a driving improvement school ceases operation after a course participant completes Session One of the course, or if a course participant

chooses to discontinue attendance at a school after completing Session One of the course, he may re-register with any other driving improvement school for the continuation of the driving improvement course by presenting the attendance record which he has received from the previous driving improvement school. The proprietor of the School shall not refuse registration of such a person provided that the registration with the School is completed within two months from the date of issue of the attendance record of the previous school.

2.3.11 The proprietor shall clearly state the use of personal data submitted by a course participant in his registration form for the course and his results obtained in the course. The content should at least include the following:

- (a) The personal data provided in the registration form for the driving improvement course will be used by Transport Department for the following purposes:
 - (i) administering and overseeing the Driver Improvement Scheme ; and
 - (ii) facilitating communication between Transport Department and the course participant.
- (b) The personal data provided in the registration form may be disclosed to Transport Department and other Government bureaux, departments and relevant organizations for the purposes mentioned in (a) above.
- (c) The results obtained in the course by the course participant will be provided to Transport Department for updating the “Driving Offence Points” record. Besides, the assignments completed in the course may also be disclosed to Transport Department for verification of results.

2.4 Course Content

2.4.1 The proprietor of the School shall cause to provide to the course participants a driving improvement course of no less than seven hours in duration.

2.4.2 For the purpose of calculating the duration of a driving improvement course under section 2.4.1, all lectures and any practical sessions shall be

counted, but recesses and meal breaks shall not be counted.

2.4.3 The following modules shall be covered in two sessions of the driving improvement course. They shall be taught in sequence and all topics in each module must be covered –

(a) Session One

Module One

1. Driving Offence Points System
2. Benefits of taking the driving improvement course
3. Definition of defensive driving and preventive collision
4. Standard accident prevention formula and contributing factors to prevent collision
5. Concept of pre-trip inventory and pre-trip inspection

Module Two

1. Six positions of two car crash
2. Concept of stopping distance
3. The time-interval formula and the concept of eye-lead time
4. Tailgating
5. Six conditions which lead to traffic accidents

Module Three

1. Concept of junction collision and the four point plan for junction
2. Lane selection and proper and safe procedures for lane changing, right turns and left turns
3. Right-of-way rule when approaching junctions
4. Proper and safe procedures in merging with moving traffic
5. Kinds of road signs and road markings at junctions

Module Four

1. Crossing the centre line
2. Methods to avoid head-on collisions
3. Choices of split second decisions
4. The psychology of passing
5. Steps in a safe passing manoeuvre

(b) Session Two

Module Five

1. Law application to drink driving

2. Effects of alcohol towards driving
3. Defenses against impaired driving
4. Effects of drugs towards driving
5. Defenses against drug driving
6. Effects of poor condition of drivers towards driving
7. Defenses against involvement in an accident due to poor drivers' condition
8. Aggressive driving

Module Six

1. Collisions with other road users
2. Backing collisions

Module Seven

1. Driver behaviour
2. Inter-relationship of driver values, driver attitude and driver behaviour
3. Responsibilities of drivers
4. Personal modification plan towards driving

2.4.4 The driving improvement course shall be provided in accordance with the course manual attached as Annex C of this Code of Practice. *[To be extracted from the tender submission of the successful tenderer].*

2.4.5 Subject to section 2.4.6 below, the proprietor of the School may decide to add any other road safety-related topics for the driving improvement course provided by the School.

2.4.6 The curriculum of the driving improvement course, including the course content and supporting materials used, shall be submitted to the Commissioner for approval no later than one month prior to the commencement of operation of the School. Any subsequent changes shall also be subject to the Commissioner's approval.

2.4.7 The course content and curriculum shall be reviewed periodically. Where the Commissioner considers changes are necessary, the proprietor of the School shall make changes to the satisfaction of the Commissioner.

3. FEES

3.1 The fees applicable to the School upon commencement of operation of the School shall be as follows -

(a) (i) Total course fee (including student's manuals for the whole course and the issue of attendance record for Session One): _____;

(ii) Course fee for Session Two (including student's manual for Session Two of the course) (calculated at 50% of the total course fee): _____ ;

(b) Attendance certificate fee: _____; and

(c) Course certificate fee: _____.

3.2 The proprietor of the School shall not cause any changes to the above fee schedule without obtaining the written approval of the Commissioner. Any revised fees shall not exceed their respective maximum levels as determined by the Commissioner from time to time by notice in the Gazette.

3.3 The proprietor of the School shall only demand 10% of the total course fee as a deposit when a course participant registers for the course. 45% of the total course fee shall be collected at the time the participant attends Session One of the course, and the remaining course fee (i.e. 45% of the total course fee) collected at the time the participant attends Session Two. If the participant does not attend the course as scheduled without reasonable excuse, the proprietor may confiscate the deposit paid by the participant. The proprietor of the School shall clearly inform the participant of the above arrangement upon registration.

3.4 Where a person registers only for Session Two of a driving improvement course under section 2.3.10 above, the proprietor of the School shall only demand 10% of the course fee for Session Two as a deposit. The remaining course fee (i.e. 90% of the course fee for Session Two) shall only be collected at the time the person attends the session. The proprietor may confiscate the deposit if the person does not attend the session as scheduled without reasonable excuse. The proprietor of the School shall clearly inform the participant of the above arrangement upon registration.

3.5 The proprietor of the School shall cause to issue to a person a receipt for any fee collected from that person in relation to a driving improvement course.

3.6 In case the designation of the School is revoked or terminated under

section 102C(2) or 102D(1) of the Road Traffic Ordinance (Cap. 374) respectively, the proprietor of the School shall refund to any person the fee he has paid, including the deposit mentioned in sections 3.3 and 3.4 above, for any part of a driving improvement course not yet taken in accordance with section 102C(9) or 102D(3) of the Road Traffic Ordinance (Cap. 374) respectively.

4. ISSUE OF ATTENDANCE CERTIFICATE AND COURSE CERTIFICATE

- 4.1 The proprietor of the School shall issue either an attendance certificate or a course certificate to a course participant after he has attended and completed a driving improvement course in accordance with the conditions laid down in sections 4.2 or 4.3 below, as the case may be.
- 4.2 An attendance certificate shall be issued to a course participant if he has fully attended the driving improvement course and completed all assignments required thereof. In case of a course participant who is transferred from another driving improvement school under section 2.3.10, the attendance record which he has obtained from the previous driving improvement school shall be deemed as evidence that he has fully attended those parts of the course taken at the previous driving improvement school and completed all the assignments required thereof.
- 4.3 A course certificate shall be issued to a course participant if he has fully attended the driving improvement course and completed all assignments required thereof **with satisfactory performance**. In case of a course participant who is transferred from another driving improvement school under section 2.3.10, a course certificate shall be issued only if his performance in both sessions is assessed to be satisfactory.
- 4.4 For the purpose of sections 2.3.9(g) and 4.3, satisfactory performance is defined as –
- (a) having full attendance throughout the driving improvement course;
 - (b) paying attention during the course;
 - (c) participating actively during in-class and group discussions; and
 - (d) passing all written and any practical assignments of the course.
- 4.5 The attendance certificate or course certificate shall be in a form as specified by the Commissioner and only such specified forms shall be

used and issued by the School.

- 4.6 Only persons authorised in writing by the Commissioner may sign attendance certificates or course certificates on behalf of the School. The proprietor of the School shall submit the names and details of such persons to the Commissioner for authorisation at least two weeks before commencement of operation of the School. The authorisation of the Commissioner shall be sought immediately for any subsequent change in the persons signing such certificates.
- 4.7 An attendance certificate or course certificate must bear the following information –
- (a) the name of the course participant as shown on his Hong Kong Identity Card or any other identification document acceptable to the Commissioner;
 - (b) the number of the Hong Kong Identity Card, or any other identification document acceptable to the Commissioner, of the course participant;
 - (c) the serial number of the certificate;
 - (d) the date of completion of the driving improvement course;
 - (e) the date of registration of the course participant;
 - (f) the date of issue of the certificate;
 - (g) the name and the signature of a person authorised by the Commissioner in writing under section 4.6 , and
 - (h) the embossing seal of the School.
- 4.8 An attendance certificate or course certificate shall have no effect if any of the following applies -
- (a) the attendance certificate or course certificate has not been issued properly in accordance with section 4.2 or 4.3 above, as the case may be;
 - (b) the form of the attendance certificate or course certificate is different from the standard specified by the Commissioner under

section 4.5;

- (c) the attendance certificate or course certificate is not signed by a person authorised by the Commissioner in writing under section 4.6;
- (d) the attendance certificate or course certificate does not bear all the information as specified in section 4.7; or
- (e) the particulars on the attendance certificate or course certificate have been incorrectly stated for fraudulent purposes.

4.9 The validity of an attendance certificate or course certificate shall not be affected by the revocation or termination of the designation of the School, provided that the certificate has been lawfully issued by the School.

4.10 The proprietor of the School shall issue an attendance certificate or course certificate, as the case may be, to a course participant on the same date as he has completed the driving improvement course.

5. HANDLING OF APPEALS AND COMPLAINTS

5.1 The proprietor of the School shall provide, to the satisfaction of the Commissioner, a channel for course participants to lodge complaints and appeals against the School or the assessment results.

5.2 The proprietor of the School shall submit, to the satisfaction of the Commissioner, statements and all relevant information to enable the Commissioner to investigate complaints, hear appeals and handle disputes relating to the School and the course. The proprietor shall comply with all recommendations and decisions made by the Commissioner after completion of investigation.

6. BANKER'S GUARANTEE

6.1 The proprietor of the School shall, at his own expenses and at least 28 days prior to the Commencement of the School, furnish to the Government a first demand Banker's Guarantee in the sum of HK\$100,000 (Hong Kong Dollars One Hundred Thousand) duly executed under seal by a licensed bank in the Hong Kong Special Administrative Region approved by the Government as security for the due performance and observance of the conditions of the designation, this code of practice and all relevant legislation.

- 6.2 Without prejudice to any other remedies available to the Government, the Government may draw under the Banker's Guarantee any amount owed by the School to Government caused by non-compliance with the conditions of the designation, this code of practice and all relevant legislation.
- 6.3 The Government shall be entitled, on giving the proprietor of the School 14 days' prior notice in writing, to require the proprietor of the School to increase the sum of the Banker's Guarantee.
- 6.4 In the event of any payment made by the guarantor under the Banker's Guarantee, the proprietor of the School shall, within 14 days of the date of such payment, reinstate the level or extent of the Banker's Guarantee, or produce the issuance of a fresh Banker's Guarantee, to the sum of HK\$100,000 (Hong Kong Dollars One Hundred Thousand) or, where such sum has been increased under Section 6.3 above, such greater sum.
- 6.5 In the event of any renewal of the designation under Section 102B(8)(b), the proprietor of the School shall, at his own expenses and at least 28 days prior to the commencement of the renewal, a fresh Banker's Guarantee for the period of the renewed designation, to the sum of HK\$100,000 (Hong Kong Dollars One Hundred Thousand) or, where such sum has been increased under Section 6.3 above, such greater sum.

7. PROVISION OF RECORDS AND INFORMATION

- 7.1 The proprietor of the School shall maintain the following records and documents for inspection by officers authorised by the Commissioner-
- (a) the particulars of every course instructor;
 - (b) the details of each driving improvement course given, including attendance record;
 - (c) the number and particulars of the course participants registered;
 - (d) the details of attendance and course certificates issued;
 - (e) the details of assignments completed by the course participants;
 - (f) the maintenance records of the School's assets including any vehicles or equipment used for the giving of the driving

improvement course; and

(g) the books, accounting records and financial statements of the School.

7.2 The proprietor of the School shall cause the following information to be submitted to the Commissioner on a daily basis -

(a) soft copy of a list of course participants who have completed the course and been issued with an attendance certificate or course certificate, in a format specified by the Commissioner ;

(b) a list of registered course participants; and

(c) number and details of no-show cases.

7.3 The proprietor of the School shall cause the following information to be submitted to the Commissioner no later than the 16th day of each month following the month to which such information relates -

(a) the average waiting time for course participants who have registered for the course;

(b) number and details of complaints and suggestions received;

(c) details of personnel employed in connection with the management and operation of the School; and

(d) such other records and information as may reasonably be required from time to time by the Commissioner.

7.4 Apart from the records and information as stated in sections 7.1, 7.2 and 7.3, the proprietor of the School is obliged to supply additional records and information in relation to the School's business as requested by the Commissioner.

8. AUDITED ACCOUNTS

8.1 The proprietor of the School shall within three months after the end of every 12-month period, provide to the Commissioner, at his own expenses, audited accounts of the School covering the said 12-month period. The audited accounts should comply with the following requirements:

- (a) The accounts must contain the directors' report, auditors' report, balance sheet, profit and loss account, cash flow statement and notes to the accounts; and
- (b) The auditors' report shall be prepared and issued by a certified public accountant or a public accountant registered under the Professional Accountants Ordinance (Cap. 50 of the Laws of Hong Kong).

9. RIGHT TO ENTER AND INSPECT

9.1 Any public officers authorised in writing by the Commissioner for the purposes of Section 102F of the Road Traffic Ordinance, Cap. 374 may, during the hours when the School is open for business, enter the School and, on production of his authorisation-

- (a) observe and monitor the giving of driving improvement courses;
- (b) inspect the School and ascertain whether there has been a breach of Schedule 12 of the Road Traffic Ordinance, Cap 374, this code of practice or the conditions referred to in Section 102B(2)(a)(iii) and (iv) of the Road Traffic Ordinance, Cap 374;
- (c) inspect or test any vehicle or equipment used for the giving of driving improvement courses; and
- (d) inspect and make copies of any record, book or document kept or maintained in respect of the giving of driving improvement courses.

10. PREVENTION OF BRIBERY

10.1 The proprietor of the School shall inform his employees (whether permanent or temporary, full-time or part-time) who are engaged in the management and operation of the School, that the soliciting or accepting of advantages, as defined in the Prevention of Bribery Ordinance (Cap. 201), is not permitted. The proprietor shall also caution his employees against soliciting or accepting any excessive hospitality, entertainment or inducements which could impair their impartiality in relation to the issue of attendance and course certificates.

10.2 The proprietor of the School is required to submit within two weeks from

the School's commencement date a duly signed unequivocal statement to the effect that he has informed all of the employees (whether permanent or temporary) who are engaged in the management and operation of the School and issue of attendance and course certificates of section 10.1 above. In case of any change in employees or new recruits during the period of designation, the proprietor of the School shall submit a similar statement confirming that he has likewise informed the new recruits within two weeks from the date they report for duty.

11. LIASION GROUP

11.1 There shall be a liaison group established comprising the proprietor of the School, representatives from Vocational Training Council or any other institution approved by the Commissioner and Transport Department. The liaison group shall meet at least half-yearly and discuss the following issues -

- (a) content of the driving improvement course,
- (b) operation of the School and improvement measures; and
- (c) feedback from course participants.

**Transport Department
May 2002**