

## **PROCEDURES FOR LICENSING OF LOCAL PUBLIC SERVICE VEHICLE (P.S.V) BUS OPERATIONS BY TRANSPORT LICENSING BOARD IN UGANDA**

### **New Applicants (New Buses)**

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#### **Public Service Vehicle (PSV) Licences**

1. Fill application forms for both PSV Licences and (Route Charts)
2. Application for route chart is submitted to the Board for consideration
3. Present buses for inspection along with the following documentation:
  - a. Log book
  - b. Other form of proof of ownership if log book does not bear applicants name  
(Lease agreement from financier of investment)
  - c. Certificate of installation of a speed governor
  - d. Valid Third Party Insurance Certificate
  - e. For registered companies, copies of a Certificate of Incorporation, Memorandum and Articles of Association should be submitted to the Board for record purposes.
  - f. Valid Driving licence of proposed driver of the bus. The Driver has to be formally cleared by police inspectorate of vehicles, Naguru.
4. If bus is fit for use as a PSV, an inspection report/certification report is issued with Bank Payment Advice Form (BPAF) for payment of licence fees. If the bus is unfit, a defect sheet is issued to address defects.
5. Obtain a receipt of payment from the bank
6. Return to Transport Licensing Board with a receipt and obtain PSV licence to carry passengers
7. Meeting of the existing operators convened. If there is no clash of timetables with existing operators, temporary route chart for three months is issued.
8. No fees for route charts.
9. Every driver of a Public Service Vehicle has to be vetted by Police and accredited by Transport Licensing Board and be issued with a Badge.

#### **Renewal of Route Charts**

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1. Present buses for inspection to prove continued compliance with regulations
2. Fulfilment of conditions of expired licence such as monthly traffic returns
3. Proof of valid PSV licence
4. Status of bus ownership (i.e. log books, leasing letters, agreements etc. should be on file)
5. If every condition of licence is fulfilled and bus passes inspection, a one year confirmed licence is issued.