

**OFFICE OF THE DEPUTY COMMISSIONER (TRANSPORT)**  
**TRANSPORT DEPARTMENT : GOVT. OF NCT OF DELHI**  
**VEHICLE INSPECTION UNIT : BURARI : DELHI**

F. No. DCB(VIU)/ Tpt./2007/

Dated:

To

The Director (Publicity)  
Directorate of Information & Publicity  
Block No.9, Old Secretariat  
Delhi.

Sub.: **Release of Public Notice.**

Sir,

I am directed to enclose herewith Public Notice regarding new School Cab Policy which is announced by the Transport Department, GNCT of Delhi. This Notice may be released as per DAVP rates on 27<sup>th</sup> May, 2007 (Sunday) in following newspapers:-

- (A) Hindustan Times (English)
- (B) Punjab Kesri (Hindi)
- (C) Dainik Jagran (Hindi)
- (D) Rashtriya Sahara (Urdu)

Yours faithfully,

**Encl; As above**

**(M. A. USMANI)**  
**DY. COMMISSIONER (VIU)**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**TRANSPORT DEPARTMENT**  
**5/9, UNDER HILL ROAD, DELHI-110054**

**PUBLIC NOTICE**

In order to regulate the Private Vehicles engaged in transport of school children, Govt. of Delhi has decided to allow these vehicle for registration as a transport vehicle and grant contract carriage permit subject to the provision of policy and scheme for regulating vehicles (school cabs) used to transport school children. The salient features of the scheme are as follows:

1. The scheme is open to existing (to be converted from Pvt. Category) and for new motor vehicles plying on clean fuel (**only CNG**) and installed with speed governor and complying other safety measures.
2. The age of the vehicle should not be more than 15 years from the date of its initial registration. These vehicles shall be registered under as separate series i.e. DL 1K.
3. The school cab can operate as ordinary transport vehicle on contract carriage permits (i.e. tourist taxi – without fare meter) when not transporting school children.
4. The vehicles registered as school cabs under this scheme will not be eligible for Interstate / All India Tourist Permits.
5. The school cab (existing private vehicle converted into) shall have horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides. In case of newly registered vehicle is granted a permit under the scheme its shall be of

white colour with horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides.

6. The Fare-Structure will be separately notified by the Govt.

The vehicle owners interested in availing the scheme can apply to the MLO of the concerned zone in case of existing vehicle and to MLO (Burari) in case of a new vehicle with an application on plain paper accompanied with requisite documents. The details of the scheme including the documents required, conditions of registration / fitness, proposed permit conditions and the fees / taxes applicable can be had from the office of MLO (Burari) or from any zonal office as well as by visiting the website of the Department at [www.delhigovt.tpt.nic.in](http://www.delhigovt.tpt.nic.in) and also can be downloaded there from.

**TRANSPORT DEPARTMENT**

**Helpline number 42-400-400 Visit us at <http://transport.delhigovt.nic.in>**

## **SCHOOL CAB**

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## THE NEW POLICY AND SCHEME

The salient features of the proposed new policy & scheme are as follows:

7. The scheme is open to existing (to be converted from Pvt. Category) and for new motor vehicles plying on clean fuel (**only CNG**) and installed with speed governor and complying other safety measures.
8. The age of the vehicle should not be more than 15 years from the date of its initial registration.
9. The vehicle will be eligible for registration as Tpt. Vehicle and grant of contract carriage permits subject to fitness, payment of prescribed fees and taxes.
10. The vehicles registered as school cabs under this scheme will not be eligible for Interstate / All India Tourist Permits.
11. The school cab (existing private vehicle converted into) shall have horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides. In case of newly registered vehicle is granted a permit under the scheme its shall be of white colour with horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides.
12. The school cab can operate as ordinary transport vehicle on contract carriage permits (i.e. tourist taxi – without fare meter) when not transporting school children.
13. These vehicles shall be registered under as separate series i.e. DL 1K.

## **PROCEDURE**

1. To begin with the scheme will be administered centrally from the zonal Office Burari. The Motor Licensing Officer (MLO), Burari will be the Registering Authority / Asstt. Secretary (STA) for the purpose. Thus, the registration, grant of fitness and grant of permit will be done through a single office.
  
2. For existing vehicles that seek registration under this scheme, the owner of the private vehicle shall make an application on a plain paper, in person to the concerned Zonal officer where his registration record is currently maintained with following documents:-
  - (a) NCRB Report (Rs. 10.00) from NCRB Office
  - (b) NOC from Financer (if the vehicle is hypothecated)
  - (c) Copy of registration certificate (endorsed with CNG)
  - (d) An affidavit from the Registered Owner stating that there is no challan / court case pending against the concerned vehicle.

The applicant shall also produce the vehicle to the Zonal MLO for inspection. The Zonal MLO shall inspect the vehicle to ensure that all the particulars including engine number, chassis number etc. reflected in the RC are in order. Once this is done, the applicant will be given an acknowledgment for his/her application, by the Zonal Officer concerned. The complete registration record in manual form will, then, be transferred within a week to the MLO, Burari for necessary registration as school cab. A copy of the letter forwarding the registration record to the MLO, Burari shall be issued / mailed to the applicant for his information at the address recorded in his application.

3. Before the transfer of the file to Burari, the Zonal MLO will secure into the registration database at his end of the fact of transfer to convert the vehicle into school cab, so that no further transactions against that vehicle take place at that zonal office except with the prior approval of the Jt. Commission (Ops.), Departmental of Transport of Govt. of NCT of Delhi.

4. The applicant, after ensuring that his vehicle, is duly fitted with approved speed governor and other fitments required as per the approved scheme shall produce the vehicle at the VIU Burari (with all the documents from (a) to (e) as mentioned at Sr. No. 2.) for inspection and grant of fitness in accordance. Thereupon, the vehicle will be registered by MLO, Burari in the DL 1K series and a local contract carriage permit granted after completion of the codal formalities and payment of relevant fees.
5. For those who wish to enroll with a new vehicle which complies with the features of the approved scheme, they may apply directly to the MLO, Burari. Upon compliance with the codal formalities for registration including fitness, payment of the relevant dues, the vehicle will be registered in the DL 1 K series and be granted a local contract carriage permit.
6. The registration certificate to be issued will be the paper certificate or smart card RC.
7. The registration numbers from 1 to 100 shall not be allotted.
8. The life of the vehicle shall be reckoned from the date of initial registration and shall not exceed 15 years.
9. Taxes & fees etc. (as enclosed)

## TAXES, FEES ETC.

1. The vehicle shall be subject to taxes applicable to transport vehicles of motor cabs and maxi cabs category viz. registration fee, fitness fees, permit fees & parking fees.

(a) **Registration fee:** Rs. 300.00

(b) **Road tax –**

(i) For motor cab: Rs. 1130.00 per annum / Rs. 11,300.00 (one time)

(ii) For maxi cab: Rs. 1915.00 per annum / Rs. 19,200.00 (one time)

(c) **Fitness fee:** Rs. 300.00 (annual)

(d) **Permit fee-**

(i) For motor cab: Rs. 1500.00 (for 5 years)

(ii) For maxi cab: Rs. 2000.00 (for 5 years)

(e) **Parking fee** (recovered on behalf of MCD):

(i) For motor cab: Rs. 1500.00 (Annual)

(ii) For maxi cab: Rs. 2500.00 (Annual)

**Note:** *Road tax at annual rates will be recovered from in-use vehicles & road tax at one time rate will be recovered from new vehicles.*

However the previous tax pay (i.e. one time tax) will not be adjusted in case of old vehicles.



## **REQUIREMENT FOR REGISTRATION OF VEHICLE FOR SCHOOL CAB**

1. NCRB Report (original / copy)
2. NOC from Financer, if vehicle is hypothecated (original)
3. Registration Certificate (original)
4. Affidavit (original /copy)
5. Installation Certificate of Speed Governor
6. Form – 20
7. Address proof (attested)
8. Bank Statement (self attested copy)
9. PAN No. or Voter Identity Card (self attested copy)
  - Electronic Speed Governor / Mechanical Speed Control Device
  - First – Aid Box
  - Four amber lights on the top corners of the vehicle
  - Fire extinguisher
  - Carrier for school bags
  - Valid insurance
  - A board of 250 mm X 250 mm (with school cab inscribed with bold black letters on golden yellow background)
  - Convex cross rear view mirrors
  - Name, address and telephone number of permit holder (rear exterior of the body)
  - Helpline No. (inside & outside)
  - Horizontal strip in the middle of 150 mm width in golden yellow colour on all sides
  - Colour of the vehicle
    - New vehicle – White colour
    - In-use vehicle – Any colour
10. Where a new vehicle seeks registration as a school cab, but is purchased from the showroom without CNG, a temporary registration for 30 (thirty) days shall be issued for CNG fitment, upon installation of the vehicle for CNG fitment, the vehicle will be eligible for registration in the DL 1 K series subject to fulfillment of all other requirements.

## **CONDITION FOR REGISTRATION / FITNESS**

1. Existing and new, that is unregistered, motor cabs and maxi cabs shall be considered for registration under this scheme. Existing private vehicles shall be required to change from private (non transport) category to transport category for registration. These vehicles on registration shall be called “school cabs”.
2. All such school cabs shall operate only on clean fuel. **(Only CNG)**
3. All vehicles existing as well as new shall be required to obtain certificate of fitness under section 56 of the MV Act and conform to prevailing tail pipe pollution and safety norms and mandatory compliance thereafter as required for registration as a school cab.
4. The school cab shall have horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides. In case of newly registered vehicle is granted a permit under the scheme its shall be of white colour with horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides.
5. The school cab shall be registered as transport vehicle under DL 1K series and shall be granted contract carriage permit for transporting school children as per provisions of MV Act and CMVRs and DMVRs.
6. The age of the vehicle should not be more than 15 years from the date of its initial registration.
7. **The vehicle should prominently display on the vehicle the date of issue of certificate of fitness.**

## **PERMIT CONDITIONS**

1. Motor cabs and maxi cabs seeking to ply as school cabs shall be granted contract carriage permit on an application made under section 73 of the M V Act with particulars such as type and seating capacity of the vehicle as shown in the certificate of registration and other particulars, as may be prescribed. However, such vehicles shall not be eligible for Inter-State tourist / All India Tourist permits.
2. The school cab shall have horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides. In case of newly registered vehicle is granted a permit under the scheme its shall be of white colour with horizontal strip in the middle of 150 mm width, in golden yellow colour on all sides.
3. The carrying capacity of the School Cab shall be limited to 1 ½ (one and half) times the seating capacity declared in registration certificate. However, when the school cab plies as an ordinary contract carriage outside school transportation duties, the carrying capacity shall be restricted to the seating capacity shown in the registration certificate.
4. The following safety considerations shall be deemed mandatory fitness / permit conditions for all school cabs registration under this scheme:
  - (a) The vehicle shall display a board of 250 mm X 250 mm size with "SCHOOL CAB" inscribed with bold black letters on golden yellow background. This board shall be carried by the vehicle when used to carry school children.
  - (b) The vehicle shall have a carrier on the roof for storage of school bags.
  - (c) The vehicles shall carry a register of school children with name, father's name, address of students and name of school with telephone nos.
  - (d) The drivers of such vehicles covered under this scheme shall be required to undergo driver training including refresher driving training as may be

prescribed by the Commissioner, Transport, Govt. of NCT of Delhi from time to time.

- (e) The vehicle shall be fitted with an approved speed control device Electronic Speed Governor (if not approved) / Mechanical Speed device to ensure that it does not exceed speed limit of 40 KM / Hour
  - (f) The vehicle shall be equipped with convex cross rear view mirror on both sides.
  - (g) The vehicle shall be equipped with the following, namely-
    - (i) First Aid Box (Rule 66 of DMVR)
    - (ii) Fire extinguisher (dry powder type)
    - (iii) Any other requirement as specified
5. Vehicles shall be kept in neat and clean condition and comfort, convenience and safety of school children shall be ensured.
  6. The name and address / telephone of the permit holder shall be painted or otherwise firmly affixed to the School Cab on the rear exterior of the body in a colours vividly contrasting to the colour of the vehicle centered as high as practicable below the window line in bold letters.
  7. The driver shall be cleanly dressed and shall wear grey uniform with his nameplate and PSV (Public service vehicle) badge.
  8. While on duty, the driver shall not be under the influence of drugs / liquor. He shall also not play video device in the vehicle during duty hours.
  9. The Transport Deptt. helpline number will be displayed prominently inside and outside of school van.
  10. The permit holder / driver, as the case may be of the school cab shall be liable forthwith for suspension / cancellation of the permit and revocation of the driving license, as the case may be, in case of accident resulting in fatalities.

11. Every holder of a permit shall, within ten days of receipt of the permit, furnish a list of drivers who are engaged by him or her together with their photographs and other particulars as the Commissioner (Tpt.) may order.
12. Whenever there is any change in the list, referred to in condition 11 above, a fresh list shall be submitted by the permit holder in the same manner within five days of the change.
13. No school cab shall ply unless its driver carries a proper authorization card, containing the name, photograph and other such particulars as may be directed by Chairman (STA) / Commissioner of Transport and issued by the State Transport Authority / Licensing Authority authorizing such driver to drive the vehicle.
14. No school cab shall be driven by a driver who does not hold a valid driving license for light motor vehicle (Transport) category or above which is less than 5 years since the date of issue.
15. Amber flashing lights shall be affixed to the top four corners and shall be activated when the school cab is stopped for mounting or alighting of its occupants / school children.
16. The school cab shall not be driven by driver who has have been challaned more than twice in a calendar year on account of violation of stop line or violating the restriction of overtaking or jumping red (stop) light or violating parking regulations or by an unauthorized person.
17. The school cab shall not be driven by a driver who has been challaned or charged with the offence of over speeding, drunken driving, or driving dangerously or the offences under sections 279, 337, 338 and 304 of IPC.
18. The conditions of the permit so granted shall not be departed from save with the approval of the State Transport Authority.