

**SUBSIDIARY LEGISLATION**

*to the Gazette of the United Republic of Tanzania No. 40 Vol. 98 dated 06<sup>th</sup> October, 2017*  
Printed by the Government Printer Dar es Salaam by Order of Government

GOVERNMENT NOTICE NO. 421 published on 06/10/2017

**THE TRANSPORT LICENSING ACT  
(CAP.317)**

**REGULATIONS**

*(Made under section 45)*

**THE TRANSPORT LICENSING (PUBLIC SERVICE VEHICLES)  
REGULATIONS, 2017**

**ARRANGEMENT OF REGULATIONS**

*Regulations Title*

**PART I  
PRELIMINARY PROVISIONS**

1. Citation.
2. Application.
3. Interpretation.

**PART II  
APPLICATION AND GRANT OF LICENCE**

4. Eligibility for application of licence for a body corporate.
5. Eligibility for application of licence for an individual.
6. Procedures for application of licence.
7. Eligibility for application of licence for a school bus.

## *Transport Licensing (Public Service Vehicles)*

---

*GN. No.421 (contd.)*

8. Procedures for application of school bus licence
9. Requirements for issuance of licences.
10. Categories and validity of road service licence.
11. Regular road service licence.
12. Short term licence.
13. Exclusive licence.
14. Licence fee and other charges.
15. Consideration of application and grant of licence.
16. Refusal to issue licence.
17. Contents of licence to body corporate or individual.
18. Display of licence.
19. Quality evaluation system.
20. Renewal of licence.
21. Loss or destruction of licence.
22. Emergency road service permit.

### PART III CONDITIONS OF LICENCE

23. Basic conditions of licence for public service vehicle.
24. Conditions of licence for urban public service vehicle.
25. Conditions of licence for inter-city or inter-national public service vehicle.
26. Specific condition of licence for inter-national public service vehicle.
27. Conditions of licence for school bus vehicle.

### PART IV SUSPENSION OR REVOCATION OF LICENCE

28. Power of the Authority to suspend licence.
29. Procedure for suspension.
30. Revocation of licence.

### PART V ISSUANCE OF TICKET AND LUGGAGE HANDLING

31. Charging of the approved fare.
32. Booking of ticket.
33. Issuance of ticket.
34. Duty to prepare manifest
35. Right of licensee to demand approved fare.
36. Obligation to provide transport.

*Transport Licensing (Public Service Vehicles)*

---

*GN. No.421 (contd.)*

- 37. Pupil and child's fare.
- 38. Charging of luggage.
- 39. Duty to declare carried items.
- 40. Duty to tag passenger's luggage.

PART VI  
ISSUANCE AND USE OF TIMETABLE AND  
LOG BOOK AND FARE CHART

- 41. Issuance and use of timetable, log book and fare chart.
- 42. Duty to adhere to authorized route and timetable.

PART VII  
OFFENCES AND PENALTIES

- 43. Offences and Penalties.
- 44. General penalty.
- 45. Power to compound offences.
- 46. Compounding of offences.
- 47. Notification of offence.
- 48. Mode of payment.
- 49. Failure to pay compounded amount.
- 50. Failure to sign Notification of Offence form.

PART VIII  
GENERAL PROVISIONS

- 51. Duty to report non-operation of a public service vehicle.
- 52. Duty to install and maintain a Vehicle Tracking System.
- 53. Duty to report accident or incident.
- 54. Restriction of certain types of vehicle operations.
- 55. Items left in public service vehicle.
- 56. Power to stop and inspect vehicle.
- 57. Painting and adverts on public service vehicle.
- 58. Duty to provide information.
- 59. Disposal of motor vehicle.
- 60. Review.
- 61. Transition and savings.
- 62. Revocation.

**SCHEDULES**

---

THE TRANSPORT LICENSING ACT  
(CAP.317)

**REGULATIONS**

*(Made under section 45)*

THE TRANSPORT LICENSING (PUBLIC SERVICE VEHICLES)  
REGULATIONS, 2017

PART I  
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as the Transport Licensing (Public Service Vehicles) Regulations, 2017.
- Application 2. These Regulations shall apply to all public service vehicles.
- Interpretation 3. In these Regulations, unless the context otherwise requires:  
“accident” means an unwanted, negligent or unintended sudden event or specific chain of events which have adverse consequences to passengers or other road users;
- Cap. 317 “Act” means the Transport Licensing Act;
- Cap. 413 “annual levy” means the levy payable to the Authority in accordance with section 41 of the Surface and Marine Transport Regulatory Authority Act;
- Cap. 377 “association” means an association registered under the Societies Act and registered as a Trust;
- Cap. 413 “Authority” means the Surface and Marine Transport Regulatory Authority established under section 4 of the Surface and Marine Transport Regulatory Authority Act;

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- “body corporate” includes cooperative society, trust, society, company and franchise registered under relevant laws;
- “central business district” means an area of a city, municipality or town as may be determined by the relevant authority;
- “child” means a person who is of the apparent age of three years or less;
- Cap. 212 “company” means a company incorporated and registered under the Companies Act;
- Cap. 197 “cooperative society” means a society registered under the Cooperative Society’s Act;
- “crew” includes the driver, conductor and any other employee of the licensee working in the public service vehicle or school bus while en-route;
- “dangerous cargo” means any cargo, good or substance carried in the public service vehicle which can endanger passengers’ safety and health;
- Cap. 413 “Director General” means the Director General of the Authority appointed under the Surface and Marine Transport Regulatory Authority Act;
- Cap. 317 “exclusive licence” means a licence granted by the Authority, in consultation with the Minister, to the operator to provide public services transport exclusively in urban or any other routes for a specified period of time;
- “incident” means an event involving a public service vehicle with crew and or a passenger, if such event:
- (a) disrupts the provision of the transport services for more than 30 minutes after the scheduled or agreed time for the provision of the transport service; or
  - (b) prevents the provision of the transport service;
- “licence” means a road service licence granted under these Regulations;
- “licensee” means a person, an association or a body corporate licensed by the Authority to provide

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- public transport services;
- “Minister” means the Minister responsible for transport;
- “motor vehicle” means a mechanically propelled motor vehicle intended or adopted for use on roads;
- “motor vehicle inspection report” means a report of a motor vehicle roadworthiness issued by a vehicle inspector or any other institution recognized by the Authority;
- Cap.168 “motor vehicle registration card” means a motor vehicle registration card issued under the Road Traffic Act;
- “owner” means a person whose name appears on the motor vehicle registration card;
- “passenger” means any person who is travelling in a vehicle with a valid bus ticket and includes a child;
- “private hire licence” means a licence issued by the Authority to the owner of a public service vehicle for a specific purpose indicated in the licence;
- “public service vehicle” means a motor vehicle which carries or is intended to carry passengers for hire or reward, whether used or constructed solely for that purposes or not;
- “pupil” means a scholar of nursery, primary or secondary school while in uniform or carrying school identity card;
- Cap. 317 “road” has the meaning ascribed to it under the Act;
- “rural area” means an area located outside a town and cities characterized with low population density and small settlements;
- “school bus” means a passenger service vehicle, whether owned or operated by a school or privately owned or operated under contract with such school, which is intended to provide transport services to pupils to or from school, or for any other school related activity, when they are in a group;

“staff bus” means a passenger service vehicle intended to provide transport services to employees or students;

“student” means a scholar of post-secondary education;

“time table” means a document issued by the Authority prescribing indicative time of departure and arrival of public service vehicle at different stations in a particular route;

“urban area” means a city, town or any area declared to be an urban area by the relevant authority for commuter transport services;

“valuable item” means any item whose value exceeds Tanzania shillings one million;

Cap. 168

“vehicle inspector” means a person appointed under the Road Traffic Act to inspect vehicles;

“vehicle tracking device” means a device and its accessories installed in a public service vehicle capable of transmitting its recordings in real time to the VTS; and

“Vehicle Tracking System” or in its acronym “VTS” means a system capable of controlling, monitoring and recording speed of a public service vehicle to regulate the speed approved by the Authority.

## PART II

### APPLICATION AND GRANT OF LICENCE

Eligibility for application of licence for a body corporate

4.-(1) Any person who wishes to operate a public service vehicle shall apply to the Authority for a licence.

(2) A person shall not:

(a) operate a public service vehicle without a valid licence;

(b) after coming into operation of these Regulations, be issued a license to operate a public service vehicle unless the applicant:

(i) is a company;

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- GN. No. 412 of 2014
- (ii) possesses a minimum number of public service vehicles as may be determined by the Authority from time to time; and
  - (iii) meets the standards stipulated under the SUMATRA (Standards, Terms and Conditions for Provision of Public Transport Services) Rules.

Eligibility for application of licence for an individual

5.-(1) The Authority may issue a licence to an individual applicant to operate on a specific route for a specified period of time.

(2) The Authority shall not, after coming into operations of these Regulations, issue a licence to an individual unless that person:

GN. No. 412 of 2014

- (a) is a citizen of Tanzania;
- (b) possesses a minimum number of public service vehicles as may be determined by the Authority from time to time; and
- (c) meets the standards stipulated under the SUMATRA (Standards, Terms and Conditions for Provision of Public Transport Services) Rules.

Procedures for application of licence

6.-(1) A person who intends to operate a public service vehicle shall submit an application for a licence to the Authority manually or electronically.

(2) The application under sub-regulation (1), shall be accompanied with:

- (a) a copy of the certificate of incorporation or registration;
- (b) a copy of motor vehicle registration card;
- (c) a vehicle inspection report;
- (d) a copy of tax clearance certificate.

(3) Without prejudice to sub-regulation (2), an applicant of an Exclusive Road Service Licence shall be required to submit:

- (a) a business plan;
- (b) a safety management plan;



*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- (c) an emergency response plan;
- (d) a most recent audited financial statements;
- (e) a complaints handling procedure;
- (f) proof of payment of application fees as set out in the First Schedule to these Regulations; and
- (g) any other documents as the Authority may at any time require.

Eligibility for application of licence for a school bus

7.-(1) The Authority may from time to time issue a licence to a school, individual or company to operate a school bus for a specified period of time.

(2) Subject to sub-regulation (1), the Authority may prescribe the requirements for issuance of a school bus licence based on carrying capacity as it may consider appropriate.

Procedures for application of school bus licence

8.-(1) A person who intends to operate a school bus shall submit an application for a licence to the Authority manually or electronically.

(2) The application in sub-regulation (1) shall be accompanied with:

- (a) a copy of motor vehicle registration card;
- (b) a vehicle inspection report;
- (c) proof of payment of application fees as set out in the Second Schedule to these Regulations; and
- (d) any other documents as the Authority may at any time require.

Requirements for issuance of licences

9. The Authority may, where it consider necessary-

- (a) set the requirements for issuance of any licence under these Regulations:
  - (i) based on the route and distance to be covered by a vehicle;

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- (ii) depending on the carrying capacity and number of the vehicles; or
- (b) vary the requirements for issuance of any licence..

Categories and validity of road service licence

10. The Authority may issue the following categories of licences to the owner of a public service vehicle for provision of public transport services:

- (a) a Regular Road Service Licence;
- (b) a Short Term Road Service Licence; or
- (c) an Exclusive Road Service Licence.

Regular road service licence

11. A Regular Road Service licence shall be:

- (a) issued to an applicant who intends to provide transport services to:
  - (i) employees or students of a recognized public or private institution;
  - (ii) pupils;
  - (iii) tourists;
  - (iv) passengers within an urban area;
  - (v) passengers between rural and urban area;
  - (vi) passengers from one urban to another or one region to another;
  - (vii) passengers to or from another Country;
  - (viii) special service or for a private hire for a specific activity; and
  - (ix) any other type of licence as may be determined by the Authority; and
- (b) be valid for a period of one year.

Short term licence

12. A Short Term Licence shall be:

- (a) issued for a seasonal business or an execution of a particular piece of work;
- (b) valid for a period of not exceeding three months.

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- Exclusive licence
- 13.-(1) An Exclusive Road Service Licence shall:
- (a) be issued to an applicant who intends to provide transport services to the public exclusively in an urban area or any other route for specified conditions and time; and
  - (b) of a period of not less than five years.
- (2) Without prejudice to the overall mandate of the Authority to issue licences under these Regulations, the Exclusive Road Service Licence shall be issued upon prior consultation with the Minister.
- Licence fee and other charges
- 14.-(1) An applicant for a licence shall pay to the Authority fees and other charges as set out in the Second Schedule.
- (2) Fees and other charges in sub-regulation (1) shall be paid to the Authority's bank account physically or electronically and evidence of payment be submitted to the SUMATRA Headquarters or SUMATRA Regional Offices.
- (3) The Authority shall, upon receipt of evidence of payment in terms of sub regulation (2), issue an official receipt to the applicant.
- Consideration of application and grant of licence
15. The Authority shall, upon receipt of the application for road service licence, consider it and may, if satisfied, issue a licence.
- Refusal to issue licence
- 16.-(1) The Authority may refuse to issue a licence where:
- (a) the applicant does not fulfil the requirements specified under these Regulations;
  - (b) the applicant submits forged documents;
  - (c) the applicant provides wrong information in respect to the application;
  - (d) there is an oversupply to the route applied for; or

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

(e) any other reason which the Authority may consider fit.

(2) Where the Authority refuses to issue a licence, it shall notify the applicant in writing, within fourteen days from the date of receipt of application stating the reasons for the refusal.

Contents of licence to body corporate or individual

17.-(1) The Authority may issue a licence to a body corporate or an individual.

(2) The contents of a licence of a body corporate shall include:

- (a) name and address of a body corporate or the licensee;
- (b) duration of the licence;
- (c) route and distance;
- (d) conditions of licence;
- (e) licence number;
- (f) number of vehicles under the licence;
- (g) authorized number of passengers for carriage;
- (h) registration number of the motor vehicle;
- (i) licence number; and
- (j) conditions of a licence.

Display of licence

18.-(1) A licensee shall display the licence at a conspicuous place on the left side of the windscreen of the public service vehicle.

(2) In the case of a company, a licensee shall display the licence of every public service vehicle at a conspicuous place under the respective vehicle a duplicate of a licence issued by the Authority.

Quality evaluation system

19.-(1) The licensee shall, upon receipt of the Road Services Licence, comply with performance indicators issued by the Authority.

- (2) In case of a body corporate, the licensee:
  - (a) shall furnish the Annual Performance Report to the Authority; or

- (b) may prepare standards for provision of public service transport and submit to the Authority for approval.

Renewal of licence

20.-(1) A licensee who intends to renew a licence may apply to the Authority within thirty days prior to the expiry date.

(2) The application for renewal of a licence shall be accompanied with:

- (a) a certified copy of the tax clearance certificate, except application for a licence of school bus;
- (b) a certified copy of the vehicle inspection report; and
- (c) any other document as the Authority may at any time require.

(3) The Authority may surcharge fifty percent of the licence fee for an application submitted fourteen days after expiry date of the licence and five percent for every subsequent month on the accrued balance.

Loss or destruction of licence

21.-(1) Where a licence is:

- (a) destroyed or defaced, the licensee shall immediately send a written notification to the Authority together with an application for a replacement; or
- (b) lost, the licensee shall immediately send a written notification to the Authority, accompanied by a police loss report and apply for a replacement of the licence.

(2) Where the Authority is satisfied that a licence is lost, destroyed or defaced, it shall, upon payment of a prescribed fee, issue a duplicate copy of a licence to the licensee,

Provided that-

- (a) in case of a defaced licence, the Authority shall, before issuing a duplicate licence, require a licensee to submit the defaced original licence for verification;

- (b) where a lost licence is recovered after the issuance of the duplicate licence, the licensee shall return the duplicate licence to the Authority.

Emergency road service permit

22.-(1) The Authority may issue an Emergency Road Service Permit to a licensee for a period not exceeding seven days-

- (a) where a licensee intends to substitute a broken-down vehicle licenced to provide public transport service; or
- (b) for any other reason which may be determined by the Authority.

(2) Subject to sub-regulation (1), the licensee may obtain the Emergency Road Service Permits from any Office of the Authority and keep them for use during occurrence of an emergency.

### PART III CONDITIONS OF LICENCE

Basic conditions of licence for public service vehicle

23.-(1) The licensee of the public service vehicle shall ensure that:

- (a) the vehicle is road worthy;
- (b) authorized number of passengers, carriage capacity, loading and unloading, tare weight and speed do not exceed the standards provided in other relevant laws;
- (c) one driver does not drive continuously for more than eight hours;
- (d) correct information is prepared and disseminated and records of the business of transport services are kept;
- (e) the vehicle is fitted with a first aid kit at a conspicuous place which contains specified medicines and other medical requirements;
- (f) a dust bin is kept in the public service vehicle and collected garbage are disposed of in the designated areas;

- (g) he does not employ a crew who has committed any offence provided under these Regulations repetitively up to three times within the licencing period;
- (h) he complies with the specified class standards of a public service vehicle as prescribed in the Third Schedule to these Regulations; and
- (i) he complies with any other conditions that may be determined by the Authority.

(2) A crew of a public service vehicle shall ensure that:

- (a) the vehicle does not carry dangerous cargo;
- (b) a public service vehicle does not carry passengers in excess of the maximum number stated in the licence;
- (c) the entertainment provided in a public service vehicle in the course of a journey comply with norms and culture of Tanzania and with low volume; and
- (d) there is compliance with the Road Traffic Act and other relevant laws.

Cap. 168

Conditions of  
licence for urban  
public service  
vehicle

24.-(1) Subject to the basic conditions provided under regulation 23-

- (a) a licensee of an urban public service vehicle shall ensure that:
  - (i) the driver of a commuter bus or private hire vehicle is not below the age of twenty five and not above the age of sixty;
  - (ii) a bus ticket is sold manually or electronically and provided to passenger;
  - (iii) a vehicle is painted with a colour code and in the manner to be determined by the Authority;

- (iv) the approved fare is written near the entrance door in a manner to be determined by the Authority;
  - (v) he does not employ a crew who has committed any offence provided under these Regulations repetitively up to three times within the licencing period; and
  - (vi) he complies with any other conditions prescribed by the Authority.
- (b) a crew of a licensee of an urban public service vehicle shall ensure that:
- (i) he wears a clean and neat uniforms as will be determined by the Authority;
  - (ii) no person, does business, preaches, conducts political activities or provides entertainment which is contrary to regulation 23(2)(c), in the urban public service vehicle;
  - (iii) a vehicle plies on the specified route as indicated in the licence; and
  - (iv) a route is not changed or journey is not terminated before reaching final destination as indicated in the passenger's tickets.

Conditions of  
licence for inter-city  
or inter-national  
public service  
vehicle

25. Subject to the basic conditions provided under regulation 23-

- (a) the licensee of an inter-city or inter-national public service vehicle shall ensure that:
- (i) the driver is not below the age of thirty and not above the age of sixty;
  - (ii) a vehicle meets the standards specified under the Fourth Schedule of these Regulations;
  - (iii) a vehicle is fitted with a special device authorised by the Authority for tracking the speed of the vehicle ;
  - (iv) a vehicle has a logbook issued by the



- Authority;
- (v) a vehicle is fitted with functioning and neat seat belts on each seat;
  - (vi) he does not employ a crew who has committed any offence provided under these Regulations repetitively up to three times within the licencing period; and
  - (vii) complies with any other conditions prescribed by the Authority.
- (b) the crew of an inter-city or inter-national public service vehicle shall ensure that:
- (i) crew of the vehicle wear clean and neat uniform as will be determined by the Authority;
  - (ii) a valid bus ticket is sold manually or electronically and provided to passenger; and
  - (iii) no person does business, preaches, conducts political activities or provides entertainment which is contrary to regulation 23(2)(c), in the urban public service vehicle;
  - (iv) a vehicle adheres to the timetable and fare chart issued by the Authority;
  - (v) a vehicle has three copies of a passenger manifest for every journey whereby one copy is retained in the public service vehicle, another copy is at the Police Station and the other one is left at the licensee' office;
  - (vi) the crew put on identity cards, which are easily visible to any person, which shall contain:
    - (a) name of the crew;
    - (b) name, address, telephone number and signature of the licensee;
    - (c) title and signature of the crew;and

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- (d) a recent passport size photograph of the crew;
- (vii) the vehicle stops at designated bus stops where toilet and other facilities are available;
- (viii) the public service vehicle is operated on the specified route as indicated in the licence;
- (ix) a journey is not terminated before reaching final destination as indicated in the passenger's tickets in regulation 30; and
- (x) passengers are informed about safety issues before departure and during the journey.

Specific condition of licence for inter-national public service vehicle

26. A licensee and crew of the licensee of inter-national public service vehicle whose vehicle is registered in another country shall ensure that his vehicle does not operate as a local public service vehicle.

Conditions of licence for school bus

GN. No.412 of 2014

27.-(1) A licensee of a school bus service shall ensure that:

- (a) the vehicle is road worthy;
- (b) he meets the standards stipulated under the SUMATRA (Standards, Terms and Conditions for Provision of Public Transport Services) Rules;
- (c) the driver is not below the age of thirty five and not above the age of sixty;
- (d) the school bus is painted in yellow colour code Rgb (255,255,0) and printed with words "School Bus" or "Basi la Shule";
- (e) a vehicle is fitted with a first aid kit at a conspicuous place which contains specified medicine and other medical requirements; and

- (f) he does not employ a crew who has committed any offence provided under these Regulations repetitively up to three times within the licencing period.
- (2) The crew of a school bus shall ensure that:
  - (a) the vehicle does not carry pupils in excess of the maximum number stated in the licence;
  - (b) carriage capacity, loading and speed do not exceed the standards provided in other written laws;
  - (c) he wears clean and neat uniforms as determined by the school;
  - (d) a dust bin is kept in the vehicle and the collected garbage is disposed of in the designated areas; and
  - (e) the vehicle complies with any other conditions prescribed by the Authority.

PART IV  
SUSPENSION OR REVOCATION OF LICENCE

Power of the  
Authority to suspend  
licence

28.-(1) Notwithstanding regulation 21, the Authority may suspend a licence, if it is satisfied that the licensee:

- (a) causes accident leading to death or severe injuries as a result of violation of licensing condition;
- (b) tampers with the special device for tracking vehicle speed;
- (c) disobeys lawful order from an officer of the Authority;
- (d) obstructs an officer of the Authority from carrying out inspection;
- (e) commits the same offence under these Regulations for more than three times a year; or

(2) without prejudice to subregulation (1), the Authority may suspend a licence where it is necessary or desirable for interest of safety in the road transport.

(3) Where the violation is in relation to regulation 25(a)(iii), the suspension shall be for thirty days or more.

Procedure for  
suspension

29.-(1) The Authority may prior to suspension serve a notice to the licensee to show cause why his licence should not be suspended.

(2) The licensee shall, upon receipt of the notice in sub regulation (1), make representation in writing to the Authority within seven days from the date of receipt of the notice showing cause why his licence should not be suspended.

(3) The Authority may suspend the licence and give reasons for the suspension if:

(a) the Authority is not satisfied with the representations made in sub-regulation (2);  
or

(b) the licensee has not made any representation.

(4) Notwithstanding the provisions of sub-regulations (1), (2) and (3), the Authority may, where it considers necessary, suspend a license without issuing the notice to licensee to show cause.

(5) If the licence is suspended under regulation 28, the licensee shall immediately cease to provide public transport services and shall surrender the licence to the Authority within seven days from the date of receipt of notice of suspension.

(6) The Authority shall, where a license remains valid until the completion of the suspension period, return the licence to the operator after expiry of the suspension period and fulfilment of other requirements as may be stipulated in the suspension notice.

Revocation of  
licence

30. The Authority shall revoke the licence which is suspended for a third time.

PART V  
ISSUANCE OF TICKET AND LUGGAGE HANDLING

Charging of the  
approved fare

31. A licensee shall not charge fare exceeding the rate approved by the Authority on a specific class of public service vehicle.

Booking of ticket

32. A licensee may allow booking of ticket to be made by a passenger manually or electronically.

Issuance of ticket

33.-(1) A licensee shall issue a bus ticket to a passenger upon payment of the approved fare for the journey.

(2) The bus ticket may be issued electronically or manually and shall specify:

(a) in case of inter-city transport services:

- (i) the name of the passenger and seat number;
- (ii) the reporting and departure time;
- (iii) the station of departure, via the route and final destination;
- (iv) the fare for the journey;
- (v) the full address and telephone number of the licensee;
- (vi) the registration number of the public service vehicle;
- (vii) the date of issue and date of travel;
- (viii) the serial number (of what?);
- (ix) SUMATRA and Police emergency and information numbers;
- (x) SUMATRA fare query code; and
- (xi) the licensee's phone number; and

(b) in case of urban transport services:

- (i) the registration number of public service vehicle;
- (ii) name of the route for journey;

- (iii) the approved fare;
- (iv) the name and address of the licensee;
- (v) the date of issue; and
- (vi) licensee's phone number.

(3) The ticket issued for inter-city or international transport services shall be in duplicate, and one copy to be issued to a passenger and the second copy retained by the licensee.

(4) The licensee shall keep and maintain records of all tickets issued for a period of not less than one year from the date of such issuance.

(5) Where a passenger cancels a booking, twenty four hours or more prior to the departure time, the licensee shall immediately refund the full fare paid to the passenger.

(6) Where the cancellation is made in less than twenty four hours, but more than twelve hours prior to departure time, a passenger shall be entitled to:

- (a) a chance to change date of travel; or
- (b) a refund of not less than eighty five per centum of the paid fare.

(7) Notwithstanding, sub-regulations (5) and (6), where the ticket is bought electronically, the licensee shall have the right to deduct the amount of money from the fare equivalent to the charges incurred during the transaction.

(8) The licensee shall not add any information on the ticket which is contrary to these regulations and the conditions of licence.

Duty to prepare  
manifest

34.-(1) For purpose of these Regulations, the licensee shall prepare a manifest of passengers travelling on board the vehicle as provided by the Authority in accordance with the Fifth Schedule to these Regulations.

(2) The licensee shall fill the manifest of passengers travelling in triplicate and:

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- (a) send one copy to the nearest police station where the vehicle starts journey;
  - (b) keep one copy in the licensee office; and
  - (c) keep one copy in the public service vehicle.
- (3) The licensee shall ensure that a copy of the manifest of passengers travelling on board the vehicle kept in the vehicle is updated throughout the journey and records of the same are retained for five years.

Right of licensee to demand approved fare

35. A licensee shall have the right to demand payment of appropriate fare and where the passenger fails to pay the fare, the licensee may refuse to carry the passenger.

Obligation to provide transport

36.-(1) A licensee who has issued a ticket to a passenger, shall provide transport services in accordance with terms and conditions of licence and timetable approved by the Authority.

(2) Where the licensee fails to provide inter-city or inter-national transport services to passenger:

- (a) within one hour from the specified time of departure, the licensee shall refund to the passenger full fare unless the passenger voluntarily agrees to wait for the licensee to provide alternative transport; or
- (b) within two hours while *en route* due to mechanical breakdown, the licensee shall:
  - (i) provide alternative transport;
  - (ii) refund full fare to the passenger; or
  - (iii) provide food and accommodation, if the passenger voluntarily agrees to wait for the vehicle to be fixed and there after proceed with the journey.

Pupil and child's fare

37.-(1) A licensee shall charge a pupil who uses public service vehicle in an urban area the fare approved by the Authority.

(2) A child shall not pay fare for inter-city and inter-national transport services.

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

Charging of luggage

38.-(1) The licensee shall transport free of charge:

- (a) a luggage of less than twenty kilograms of a passenger travelling with the inter-city or inter-national passenger service vehicle which does not exceeding height of 60 centimetres, length of 45 centimetres and width of 30 centimetres free of charge; and
- (b) all devices used to facilitate the movement of physically challenged passengers when travelling with the inter-city or inter-national passenger service vehicle.

(2) The licensee shall weigh each passenger's luggage and charge where there is excess weight of luggage and issue a receipt.

Duty to declare carried items

39.-(1) A passenger shall have the duty to declare:

- (a) any valuable item carried in the checked in luggage; and
- (b) any carried items upon being required to do so by the licensee.

(2) Where a passenger refuses his luggage to be checked by a licensee, the licensee may refuse to carry the luggage.

(3) The licensee shall have a duty to report any suspected carried luggage to a Police Officer.

Duty to tag passenger's luggage

40. A licensee shall, in case of inter-city and inter-national public service vehicle:

- (a) tag a passenger's luggage and provide the passenger with a luggage identity tag bearing the name of the passenger and the final destination;
- (b) ensure that passenger's luggage is kept safely, secured and delivered to the passenger upon reaching his final destination; and



- (c) where the passenger's luggage is lost or damaged, compensate the luggage or pay such amount of money equivalent to the value of the lost luggage to the passenger within thirty days from the date of reporting the incident and submission of the proof of lost item.

PART VI  
ISSUANCE AND USE OF TIMETABLE, LOG  
BOOK AND FARE CHART

Issuance and use of  
timetable, log book  
and fare chart

41.-(1) The Authority shall issue a timetable and a logbook for a public service vehicle which provides inter-city or inter-national public transport services.

(2) The licensee of a public service vehicle which provides inter-city or inter-national public transport service shall ensure that:

- (a) the time table, logbook and fare chart issued under sub-regulation (1) are used and kept in the public service vehicle throughout the journey; and
- (b) the time table and fare chart are displayed at a conspicuous place in the public service vehicle; and
- (c) that a log book is produced for inspection on demand by a Police Officer or an authorized officer of the Authority.

(3) In case of use of an alternative public service vehicle, an individual licensee shall ensure that the time table, logbook and fare chart of the replaced public service vehicle is used.

Duty to adhere to  
authorized route and  
timetable

42.-(1) The public service vehicle shall be operated on a specified route and where applicable in accordance with the approved timetable.

(2) Where a licensee wishes to change the route and timetable in respect of which the licence is issued,

he shall apply to the Authority and pay necessary fees for change of route or timetable.

(3) The Authority may grant the new licence upon being satisfied that there is a justification for such a change.

**PART VII  
OFFENCES AND PENALTIES**

Offences and penalties

43.-(1) A person who contravenes the conditions of licence or any of the provisions of these Regulations, commits an offence and shall be liable, upon conviction, to a fine of not less than Tanzania shillings two hundred thousand but not exceeding Tanzania shillings five hundred thousand; or imprisonment for a term of not less than one year but not exceeding two years or both.

(2) Notwithstanding the provision of subregulation (1), the licensee shall not employ a crew who has committed any offence under these Regulations repetitively up to three times within the licencing period.

General penalty

44. Where a licensee contravenes any provision of these Regulations, for which no penalty has been provided, he shall be liable to a fine of Tanzania shillings two hundred thousand or to imprisonment for a term of one year or to both.

Power to compound offences

45.-(1) The Authority may, where a person admits in writing to the Authority or its authorised officer to having committed an offence, an authorized officer of the Authority may, at any time prior to the commencement of the hearing by a Court of competent jurisdiction, compound such offence and order such

person to pay sum of money not exceeding one half of the amount of the fine to which such person would otherwise have been liable to pay if he had been convicted of such offence.

(2) Where an offence is compounded and proceedings are brought against the offender for the same offence, it shall be a good defence for the offender to prove to the satisfaction of the Court that the offence with which the offender is charged was compounded by the Authority.

Compounding of offences

46. The Authority may compound offences in accordance with the Sixth Schedule to these Regulations.

Notification of offence

47.-(1) The Authority shall, after identifying the offence contravening these Regulations, notify the offender electronically or manually in the Notification Form prescribed in the Eighth Schedule to these Regulation on the:

- (a) offence committed;
- (b) penalty provided for the offence;
- (c) amount to be compounded;
- (d) the date and manner in which such money shall be paid to the Authority; and
- (e) any other information as the Authority may deem relevant.

(2) The offender may admit or refuse to admit the Commission of the offence to be compounded by signing the Notification Form as prescribed under the Eighth Schedule of these Regulations.

Mode of payment and default

48.-(1) Where the person admits the offence to be compounded, he shall pay the compounded amount within fourteen days into the Authority's bank account physically or electronically and submits evidence of such payment to the Authority's Headquarters or Regional Offices.

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

(2) Upon submission of the payment evidence, the Authority shall issue an official receipt

Failure to pay compounded amount

49. Where a person fails to comply with the order to pay the compounded amount issued under these Regulations within the specified time, the Authority:

- (a) shall charge interest of five per centum and five per centum of the accrued amount after every thirty days; or
- (b) may enforce the order in the same manner as a decree of a Court for the payment of the amount stated in the order.

Failure to sign Notification of Offence form

50. Where a licensee or driver:

- (a) does not admit the offence, he shall, within fourteen days from the date of commission of such offence submit a duly filled in notification form to the Authority for court appearance; or
- (b) fails to appear at the Authority within the prescribed time he shall be deemed to have admitted the offence and shall be required to pay the penalty as stipulated in these Regulations.

**PART VIII  
GENERAL PROVISIONS**

Duty to report non-operation of a public service vehicle

51. A licensee shall have the duty to notify the Authority where a public service vehicle is not in operation for a period exceeding thirty days.

Duty to install and maintain Vehicle Tracking Device

52. A licensee of a public service vehicle shall ensure that:

- (a) a Vehicle Tracking Device is working properly, maintained, protected against hazardous conditions and tampering during the provision of services; and

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- (b) any malfunction of the Vehicle Tracking Device is reported to the Authority within twelve hours.

Duty to report accident or incident

53.-(1) A licensee shall:

- (a) notify the Authority on an accident or incident involving his public service vehicle within a period of twelve hours; and
- (b) fill in and submit a duly filled Accident Report Form set out in the Ninth Schedule of these Regulations within a period of forty eight hours from the time of the occurrence of accident.

(2) The Authority may demand from the licensee any further information and document in relation to the accident.

Restriction of certain types of vehicle operations

54. The Authority may:

- (a) restrict certain types of public service vehicles to operate in any route or Central Business District of any city, municipality or town; and
- (b) determine the Central Business District of a city, municipality or town from time to time.

Items left in public service vehicle

55. Where an item is left by a passenger in a public service vehicle, the licensee shall ensure that such item is securely kept for collection by the owner.

Power to stop and inspect vehicle

56. An officer of the Authority or a Police Officer may:

- (a) stop and inspect a public service vehicle at any time or place with a view to ascertain compliance of these Regulations;
- (b) demand for inspection, production of any licence or document of any description which may be required to be carried on such public service vehicle.

*Transport Licensing (Public Service Vehicles)*

---

*GN. No.421 (contd.)*

Painting and adverts on public service vehicle

57. A licensee shall not paint or fix any advert on a public service vehicle which:  
(a) interferes with route colour code determined by the Authority; or  
(b) obstructs passengers from having a clear outside view while in the vehicle.

Duty to provide information

58. The licensee shall notify the Authority within thirty days on the change of office address and any other information or change in any of the terms provided during the application of a licence.

Disposal of motor vehicle.

59. Where a licensee disposes of a public service vehicle he shall, within seven days, notify the Authority.

Review

GN No.  
15 of 2008

60. The applicant who is aggrieved by the decision of the Authority under these Regulations may, within fourteen days from the date of the decision, apply to the Authority for review, in accordance with the SUMATRA (Complaints and Review Procedure) Rules.

Transition and savings

61. All licences, directions or instructions given or issued before coming into operation of these Regulations, shall remain in force until such licence, directives or instructions are revoked or otherwise cancelled.

Revocation  
GN. No. 409 of  
2014

62. The Transport Licensing (Public Service Vehicles) Regulations, 2014 are hereby revoked.

FIRST SCHEDULE

(Made under regulation 11(1))

THE UNITED REPUBLIC OF TANZANIA



For Competitive, Efficient, Quality and Safe Transport Services

Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhhibiti Usafiri wa Nchi Kavu na Majini

APPLICATION FOR A ROAD SERVICE LICENCE

Nature of Application: New  Renewal  Change of Route   
 Period Applied for: Replacement  One year  Short-term

A. PARTICULARS OF AN APPLICANT OF A LICENCE

1. Applicant Name in full .....  
(Name/Company/Partners - in BLOCK LETTERS)
2. Postal Address .....  
Office Mobile Phone 1: ..... Applicant's Mobile Phone:.....  
E-mail: .....
3. Physical Address:  
Street: ..... Plot Number: ..... Office Number:.....
4. Have you had a previous application refused/suspended or revoked? Yes:  No:   
  
If Yes, state when and where previous application refusal, licence suspension or revocation was made .....  
State reasons for application refusal, licence suspension or revocation .....  
and date .....
5. Particulars of Transport Officer or Supervisor:  
(a) Name: .....  
(b) Qualification: .....  
(c) Mobile Phone:.....
6. Particulars of garage where vehicles are/will be serviced:  
(a) Garage Name: .....  
(b) Physical address:.....  
(c) Garage Supervisor's name and qualification: .....

B. PARTICULARS OF VEHICLE FOR WHICH A LICENCE IS SOUGHT

1. List of vehicles (to be attachment in case of a body corporate)
2. Motor Vehicle Registration Number (in case of individual):.....
3. Make: .....
4. Carrying capacity (maximum number of passengers allowed)

*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

- .....  
5. Classes of services:  
Ordinary bus  Lower Semi luxury bus  Upper Semi luxury bus  Luxury bus

**C. PARTICULARS OF SERVICE FOR WHICH A LICENCE IS SOUGHT**

1. Area or route(s) in or over which it is desired to operate: .....
2. Nature/Type of service (tick appropriate (√))  
Inter-city bus  Commuter bus (daladala)  School bus  Inter-national   
Staff bus  Rural-urban-rural  Private hire  Tours   
Any other (specify)....
3. Proposed Timetable:  
Outward journey:..... Return journey: .....
- Proposed fare table in case of luxury service:  
Tshs. .... per passenger trip

**D. DOCUMENTS TO BE PROVIDED DURING APPLICATION**

1. **First application** shall be accompanied by the items listed below:
  - (a) Vehicle Registration Card,
  - (b) Tax Clearance Certificate,
  - (c) Vehicle Inspection Report, and
  - (d) Certificate of Incorporation (in case of a body corporate).
2. **Renewal application** shall be accompanied by the items listed below:
  - (a) Vehicle Inspection Report, and
  - (b) Tax Clearance Certificate.
3. The Authority may require more particulars or document at any time.

I/We hereby declare that to the best of my/our knowledge and belief all the information provided in this application is true.

Full Name: ..... Signature:.....  
Designation: ..... Date:.....

**FOR OFFICIAL USE ONLY**

4. **Verification and Approval**
  - (a) **Not Approved:**  
Provide reasons .....



*Transport Licensing (Public Service Vehicles)*

*GN. No.421 (contd.)*

**(b) Approved:**

Start Date: ..... Expiry Date: .....

Officer's Name in full: .....

Designation: .....

Signature: .....

Date : .....

Amount paid: ..... Receipt No. ....

Date : ..... Signature: .....

**LICENSEE'S FILE NUMBER: ..... LICENCE NUMBER: .....**

**ROUTE ID: .....**

**The Transport Licensing (Public Service Vehicles) Regulations, 2017**

**CAUTION:**

- 1. Knowingly making a false statement for the purpose of obtaining the grant of a licence is an offence under Section 40 of the SUMATRA Act of 2001 and is punishable by fine or imprisonment.**
- 2. Any change of particulars provided in this Form should be communicated to SUMATRA otherwise you will be committing an offence under these Regulations.**

**SECOND SCHEDULE**

*(Made under regulation 12(1))*

**THE UNITED REPUBLIC OF TANZANIA**



For Competitive, Efficient, Quality and Safe Transport Services

Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhhibiti Usafiri wa Nchi Kavu na Majini

**PUBLIC SERVICE LICENCE FEES**

SITTING CAPACITY	FOR LOCAL OPERATORS		FOR FOREIGN AND TOUR OPERATORS	
	ANNUAL FEES (TSHS)	FEES FOR THREE MONTHS (TSHS)	ANNUAL FEES (US\$)	FEES FOR THREE MONTHS (US\$)
<b>ORDINARY AND LOWER SEMI LUXURY BUS</b>				
Not exceeding 15 persons	35,000	12,000	50	15
Exceeding 15 persons but not exceeding 25 persons	50,000	20,000	80	20
Exceeding 25 persons but not exceeding 45 persons	90,000	30,000	145	35
Exceeding 45 persons but not exceeding 65 persons	100,000	35,000	150	40
Exceeding 65 persons	140,000	46,000	160	45
Annual application fees	10,000	10,000	10	10
Variation of licence fees	Fifty percent (50%) of the annual fees			
<b>UPPER SEMI LUXURY AND LUXURY BUS</b>				
Exceeding 25 persons	150,000	50,000	180	60
Annual application fees	10,000	10,000	10	10
Variation of licence fees	Fifty percent (50%) of the annual fees			

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

**THIRD SCHEDULE**

*(Made under regulation 18(2)(d))*

**THE UNITED REPUBLIC OF TANZANIA**

  
**S U M A T R A**

For Competitive, Efficient, Quality and Safe Transport Services

Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhibiti Usafiri wa Nchi Kavu na Majini

**PUBLIC SERVICE VEHICLES REGULATORY LEVY AND  
OTHER FEES**

<b>REGULATORY LEVY</b>		
1.	Levy for a Regular Road Transport Licence shall be-	One percent (1%) of the gross revenue
2.	Levy for a company with Exclusive Licence shall be-	One percent (1%) of the gross revenue
<b>OTHER FEES</b>		
3.	Fees for a Short Term Road Transport Licence shall be-	
	(a) for a period not exceeding 7 days	10,000/=
	(b) for a period which exceeds 7 days but does not exceed three months	20,000/=
4.	Other fees shall be-	
	(a) for a duplicate copy or authorization of a lost, destroyed or defaced licence	20,000/=
	(b) for issuing a bus timetable	10,000/=
	(c) for logbook	10,000/=
	(d)	

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

**FOURTH SCHEDULE**

*(Made under rule 23(1)(e))*

**THE UNITED REPUBLIC OF TANZANIA**

**S U M A T R A**

For Competitive, Efficient, Quality and Safe Transport Services

Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhhibiti Usafiri wa Nchi Kavu na Majini

<b>N O.</b>	<b>STANDAR DIZED ITEM</b>	<b>ORDINARY BUS</b>	<b>LOWER SEMI LUXURY BUS</b>	<b>UPPER SEMI LUXURY BUS</b>	<b>LUXURY BUS</b>
1.	Maximum bus length	14m	14m	14m	14m
2.	Maximum bus Width	2.6m	2.6m	2.6m	2.6m
3.	Maximum bus height laden or unladen	4.6m	4.6m	4.6m	4.6m
4.	Seating capacity for large bus with vehicle length of 12.5m	Maximum seating capacity shall be 65 passengers including the driver.	Maximum seating capacity shall be 60 passengers including the driver.	Maximum seating capacity shall be 60 passengers including the driver.	Maximum seating capacity shall be 51 passengers including the driver.
5.	Requirements for seats	Where seats faces in one direction and the horizontal distance between the fronts of a backrest to the back of the seat in front does not exceed 680 mm at seat level then the passenger seats must not be adjustable.	a) All passenger seats must be adjustable. b) where seats faces in one direction, then the minimum horizontal distance between the fronts of a backrest to the back of the seat in front must be at least 690mm.	a) All passenger seats must be adjustable. b) where seats faces in one direction, then the minimum horizontal distance between the fronts of a backrest to the back of the seat in front must be 690mm.	a) All passenger seats must be adjustable. b) where seats faces in one direction, then the minimum horizontal distance between the fronts of a backrest to the back of the seat in front must be 690mm.

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

6.	Seats arrangements for large buses	3x2 or 2x2	2x2	2x2	2x2
7.	Seats belts	All passenger seats including driver's seat must have seat belts	All passenger seats including driver's seat must have seat belts	All passenger seats including driver's seat must have seat belts	All passenger seats including driver's seat must have seat belts
8.	Interior lights/lamps	A minimum of three lights must be placed at equal distance along the passage way.	In addition to the lights in ordinary passenger vehicle each passenger seat must have a position illuminating light.	In addition to the lights in ordinary passenger vehicle each passenger seat must have a position illuminating light.	In addition to the lights in ordinary passenger vehicle each passenger seat must have a position illuminating light.
9.	Air conditioning	No air condition	No air condition	Necessary	Necessary
10.	Television	No television	There must be a Minimum of two pieces of Television (for large bus)	There must be a Minimum of two pieces of Television (for large bus)	There must be a Minimum of two pieces of Television (for large bus)
11.	Radio and radio cassette	optional	The vehicle must be equipped with radio and radio cassette	The vehicle must be equipped with radio and radio cassette	The vehicle must be equipped with radio and radio cassette
12.	Microphone	Necessary	Necessary	Necessary	Necessary
13.	Window curtain	Optional	Necessary	Necessary	Necessary
14.	Toilets/rest room	No toilet services	No toilet services	No toilet services	Necessary
15.	Heater	Optional	Optional	Optional	There must be a heater for boiling water or making hot drinks such as coffee, tea etc.
16.	Fridge or cooler box	Optional	Optional	Optional	There must be a fridge or cooler box
17.	Soft drinks	Optional	Optional	Optional	There must be a supply of soft drinks

**FIFTH SCHEDULE**

*(Made under regulation 31(1))*

**SPECIMEN OF A TICKET FOR A PUBLIC SERVICE TRANSPORT**

**MABASI YA MASAFI MAREFU**

**NEMBO YA KAMPUNI**

**Namba:** .....

Jina la Kampuni: .....  
Anuani ya Mmiliki .....  
Namba ya Basi: ..... Njia ya Safari: ..... tarehe ya kuandikwa tiketi  
.....  
Jina la Abiria ..... Kuanza safari saa .....  
Namba ya kiti ..... Kuwasili kituoni saa .....  
Kituo cha kuanzia safari ni ..... Kuelekea .....  
Tarehe ya safari .....  
Nauli ni Shilingi .....  
Muda wa kuanza safari: ..... Tarehe ya Safari: .....

**MABASI YA MIJINI**

Nembo ya Kampuni/Mmiliki (kama ipo) .....  
Namba ya Usajili wa Gari ..... Jina na Anuani ya Mmiliki .....  
Njia ..... Nauli iliyoidhinishwa ya Shilingi .....  
Tarehe ya Kutolewa .....

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

**SIXTH SCHEDULE**

*(Made under regulation 31(1))*

**SPECIMEN OF A MANIFEST FOR A PUBLIC SERVICE TRANSPORT  
NEMBO YA KAMPUNI**

**Namba:** .....

**ORODHA YA ABIRIA WANAOSAFIRI (PASSENGER'S MANIFEST)**

Jina la Kampuni: .....  
Jina la Mmiliki: .....  
Anwani ya Mmiliki: .....  
Namba ya Basi: ..... Njia ya Safari: .....  
Muda wa kuanza safari: ..... Tarehe ya Safari: .....

Na.	Jina Kamili la Abiria	Uraia	Namba ya Simu ya Mtu wa karibu	Namba ya Kiti	Kituo cha kuanza safari	Kituo anachokwenda	Kiwango cha Nauli
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Jumla ya Abiria: .....  
Jina la Dereva (1): ..... Namba ya Leseni: ..... Sahihi: .....  
Jina la Dereva (2): ..... Namba ya Leseni: ..... Sahihi: .....  
Jina la Kondakta: ..... Simu: .....

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

**SEVENTH SCHEDULE**

*(Made under regulation 43)*

**THE UNITED REPUBLIC OF TANZANIA**

**S U M A T R A**

**For Competitive, Efficient, Quality and Safe Transport Services**

Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhhibiti Usafiri wa Nchi Kavu na Majini

**OFFENCES AND PENALTIES COMPOUNDED BY SUMATRA**

<b>NO.</b>	<b>NATURE OF OFFENCES</b>	<b>REGULATION</b>	<b>COMPOUNDED AMOUNT</b>
<b>OFFENCES FOR ALL PUBLIC SERVICE VEHICLES</b>			
1.	Operating a public service vehicle without a valid SUMATRA licence.	4	250,000/=
2.	Failure to display a licence in the conspicuous place on the left side of the wind mirror of the vehicle.	18	100,000/=
3.	Failure to comply with performance indicators issued by the Authority.	19(1)	100,000/=
4.	Failure of a body corporate issued a licence to furnish the Annual Performance Report to the Authority.	19(2) (a)	100,000/=
5.	Failure to use Emergency Road Service Permit to substitute a broken down vehicle to transport passengers.	22 (1)	100,000/=
6.	Operating a public service vehicle which is not a road worthy.	23 (1) (a)	250,000/=
7.	Failure to carry authorized number of passengers, observe carriage capacity, loading and unloading, tear weight and ensure that speed do not exceed the standards provided in other written laws.	23 (1) (b)	250,000/=
8.	Allowing one driver to drive a public service vehicle continuously for more than eight hours.	23 (1) (c)	250,000/=
9.	Failure to keep record, prepare and disseminate information of business of transport service.	23 (1) (d)	250,000/=
10.	Operating a public service vehicle without fitting a first aid kit at a conspicuous place which contains specified medicine and other requirements.	23 (1) (e)	250,000/=
11.	Failure to keep dustbin and dispose of garbage in the designated area.	23 (1) (f)	250,000/=



*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

12.	Failure to meets the specified class standards of a public service vehicle as prescribed in the Fourth Schedule.	23 (1) (g)	250,000/=
13.	Carrying dangerous cargo in a public service vehicle.	23 (2) (a)	250,000/=
14.	Carrying passengers in a public service vehicle in excess of the maximum number stated in the licence.	23 (2) (b)	100,000/=
15.	Providing entertainments in a public service vehicle in the course of a journey contrary to the norms and culture of Tanzania and with high volume.	23 (2) (c)	100,000/=
16.	Failure to comply with these Regulations, Road Traffic Act and other written laws.	23 (2) (d)	250,000/=
<b>OFFENCES FOR COMMUTER/URBAN PUBLIC SERVICE VEHICLES</b>			
17.	Failure to issue a dully filled valid bus ticket.	24(1)(a)(ii)	100,000/=
18.	Operating the public service vehicle without a colour code in the manner determined by the Authority.	24(1)(a)(iii) and 57	100,000/=
19.	Operating a public service vehicle without writing approved fare by the Authority near the entrance door.	24(1)(a)(iv)	100,000/=
20.	Crew not wearing a clean or neat uniform as authorised by the Authority.	24(1)(b)(i)	100,000/=
21.	Letting video and music which does not comply with norms and Tanzanian culture and other entertainments provided in the public service vehicle in the course of a journey and with high volume.	24(1)(b)(ii)	100,000/=
22.	Plying a route not specified in the licence.	24(1)(b)(iii)	100,000/=
23.	Terminating journey before reaching final destination as indicated in the passenger's ticket.	24(1)(b)(iv)	100,000/=
<b>OFFENCES FOR INTER-CITY AND INTER-NATIONAL PUBLIC SERVICE VEHICLES</b>			
24.	Operating a public service vehicle which does not meets the standards stipulated under the Fourth Schedule of these Regulations.	25(a)(ii)	250,000/=
25.	Operating an inter-city or inter-national public service vehicle without being fitted with a special device for tracking vehicle speed.	25(a)(iii)	250,000/=
26.	Operating a passenger service vehicle without a valid logbook, adhering to a timetable and fare chart.	25(a)(iv)	100,000/=
27.	Operating a public service vehicle without clean and functioning safety belts.	25(a)(v)	100,000/=
28.	Crew not wearing a clean and or neat uniform as authorised by the Authority.	25(b)(i)	100,000/=
29.	Failure to issue a dully filled valid bus ticket.	25(b)(ii)	100,000/=
30.	Letting a person in a public service vehicle to do business, preach or do politics and provision	25(b)(iii)	100,000/=

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

	of entertainment which is contrary to Tanzanian culture and in high volume.		
31.	Failure to adhere to a timetable and fare chart issued by the Authority.	25(b)(iv)	100,000/=
32.	Carrying passengers in a public service vehicle with incorrect passengers' manifest as provided in the Format of the Third Schedule.	25(b)(v)	100,000/=
33.	Operating a public service vehicle with crew not wearing identity card.	25(b)(vi)	30,000/=
34.	Failure to operate a public service vehicle on the specified route as indicated in the licence.	25(b)(viii)	100,000/=
35.	Terminate a journey before reaching final destination as indicated in the passenger's tickets.	25(b)(ix)	100,000/=
36.	Operating the inter-national public service vehicle registered in another country as a local public service vehicle.	26	100,000/=
<b>OFFENCES FOR SCHOOL BUS</b>			
37.	Operating a school bus which is not a road worthy.	27 (1) (a)	250,000/=
38.	Operating a school bus which does not meet the standards stipulated under the SUMATRA (Standards, Terms and Conditions for Provision of Public Transport Services) Rules.	27 (1) (b)	250,000/=
39.	Operating a school bus which is not painted in yellow colour code Rgb(255,255,0) and printed with words "School Bus" or "Basi la Shule".	27 (1) (d)	100,000/=
40.	Carry pupils in excess of the maximum number stated in the licence.	27 (2) (a)	100,000/=
41.	Crew exceeding authorized carriage capacity, loading and speed the standards provided in other written laws.	27 (2) (b)	100,000/=
42.	School bus is not fitted with a first aid kit at a conspicuous place which contains specified medicine and other medical requirements.	27 (1) (g)	100,000/=
43.	Crew of the school bus vehicle fail to wear clean or neat uniform as determined by the school.	27 (2) (c)	100,000/=
44.	Failure to keep a dust bin in the school bus and dispose garbage in the designated area.	27 (2) (d)	30,000/=
<b>GENERAL OFFENCES FOR PUBLIC SERVICE VEHICLE</b>			
45.	Charging fare more than the rate approved by the Authority.	31	250,000/=
46.	Failure to refund the passenger upon cancellation of ticket within specified time.	33(6)-(7)	100,000/=
47.	Failure to prepare manifest of passengers travelling as provided by the Authority in the Sixth Schedule to these Regulations.	34(1)-(3)	100,000/=
48.	Failure to provide transport to a passenger who is issued a ticket in accordance with terms and conditions stated in the ticket and timetable.	36(1)-(3)	100,000/=

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

49.	Charging a pupil a fare which is not approved by the Authority.	37(1)	100,000/=
50.	Charging a passenger's luggage which does not exceed twenty kilograms.	38(1)	100,000/=
51.	Failure to transport free of charge any device used by physically challenged passengers to facilitate his movement.	38(1)(b)	100,000/=
52.	Failure to tag passenger's luggage and provide him with a luggage identity tag bearing the name of the passenger and the final destination.	40	×
53.	Failure to notify the Authority on non-operation of a public service vehicle within thirty days.	51	250,000/=
54.	Failure to notify the Authority within twelve hours on non-operation of a Vehicle Tracking Device during the provision of services and failure to maintain and protect it against hazardous conditions and tampering.	52	250,000/=
55.	Failure to report accidents.	53	×
56.	Painting or fixing an advert in a public service vehicle which interferes with route colour code determined by the Authority.	57	100,000/=
57.	Failure to provide information to the Authority on the change of office address and any other information provided during the application of a licence.	58	100,000/=

EIGHTH SCHEDULE

(Made under regulation 47)

THE UNITED REPUBLIC OF TANZANIA



For Competitive, Efficient, Quality and Safe Transport Services

Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhibiti Usafiri wa Nchi Kavu na Majini

NOTIFICATION AND COMPLIANCE FORM FOR DRIVERS

PARTICULARS OF OFFENCE

1. .... bearer of Driving Licence No. .... Class ..... a driver of a public service vehicle with Reg. No ..... you are charged with the offence(s) number(s) .....  
Particulars of the offence:  
That on the ..... day of ..... year.....  
.....  
at (place)..... you (brief facts of the offence):  
(a) .....  
(b) .....  
(c) .....  
(d) .....
2. If you DO NOT ADMIT to have committed the offence(s), complete part “A” of this Notification Form.
3. If you ADMIT commission of the offence(s), complete part “B” of this Notification Form.
4. The compounded amount SHALL be paid to the SUMATRA’s bank account number .....

SECTION III: PARTICULARS OF A DRIVER

PART A: INTENTION TO ANSWER CHARGES

I ..... of (residential or business address) ..... intend to answer in Court the charge for the commission of offence of ..... contrary to regulation ..... of the Transport Licensing (Public Service Vehicles) Regulations, 2017.

Name: .....

Signature: .....

PART B: ADMISSION OF OFFENCE

I ..... of (residential or business address) ..... plea guilty to the offence of ..... contrary to regulation ..... of the Transport Licensing (Public Service Vehicles) Regulations, 2017.

I request the offence(s) be compounded as per regulation ..... of the Transport

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

---

Licensing (Public Service Vehicles) Regulations, 2017.

I shall pay a fine of Tshs.....within fourteen (14) days from the date of this notification being the compounded amount of the offence(s).

Name: .....

Signature: .....

Identity .....

No.

Issued by:

Region:

Witnessed by:

*Transport Licensing (Public Service Vehicles)*

GN. No. 421 (contd.)

**NINTH SCHEDULE**

*(Made under regulation 47)*

**THE UNITED REPUBLIC OF TANZANIA**



Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhhibiti Usafiri wa Nchi Kavu na Majini  
**NOTIFICATION AND COMPLIANCE FORM FOR LICENSEE**

**SECTION I: PARTICULARS OF OFFENCE**

- To: .....
- Address: .....
- 1 You are charged with the offence of .....
- Particulars of the offence(s) number(s):  
That on the ..... day of ..... year.....  
At (place)..... you (brief facts of the offence):
- (a) .....
  - (b) .....
  - (c) .....
  - (d) .....
- 2 If you DO NOT ADMIT to have committed the offence(s), complete Section III "A" of this Notification Form.
  - 3 If you ADMIT commission of the offence(s), complete Section III "B" of this Notification Form.
  - 4 The compounded amount SHALL be paid to the SUMATRA's bank account number.....

**SECTION II: PARTICULARS OF A DRIVER**

I ..... bearer of Driving Licence No. .... Class ..... a driver of a public service vehicle with Reg. No ..... trading as ..... hereby acknowledge receipt of Notification No. .... for the offence No. ....and I undertake to submit the notification to the licensee of the above mentioned vehicle.

Signature ..... Date .....

Witness's Name ..... Signature .....

Date ..... Region: .....

**SECTION III: PARTICULARS OF A LICENSEE**

**PART A: INTENTION TO ANSWER CHARGES**

I ....., a licensee of public service vehicle with Reg. No. .... of (residential or business address) ..... admit receipt of this notification and intend to answer in Court the charge for the commission of offence of ..... contrary to regulation .....

*Transport Licensing (Public Service Vehicles)*

*GN. No. 421 (contd.)*

of the Transport Licensing (Public Service Vehicles) Regulations, 2017.

Name: .....

Signature .....

**PART B: ADMISSION OF OFFENCE**

I ....., a licensee of public service vehicle with Reg. No. .... of (residential or business address) ..... admit receipt of this notification and plea guilty to the offence of ..... contrary to regulation ..... of the Transport Licensing (Public Service Vehicles) Regulations, 2017.

I request the offence(s) be compounded as per regulation ..... of the Transport Licensing (Public Service Vehicles) Regulations, 2017.

I shall pay a fine of Tshs.....within fourteen days (14) days from the date of this notification being the compounded amount of the offence(s).

Name: .....

Signature .....

Identity .....

No.

**Issued by:**

**TENTH SCHEDULE**

*(Made under regulation 53(1))*

**THE UNITED REPUBLIC OF TANZANIA**



Surface and Marine Transport Regulatory Authority  
Mamlaka ya Udhhibiti Usafiri wa Nchi Kavu na Majini

**PARTICULARS FOR ACCIDENT REPORTING FORM**

1. It shall be the duty of the licensee to report to the Authority and other relevant authorities on accidents which involves passenger vehicle.
2. An licensee shall furnish to the Authority a report of any accident which causes loss of human life or damage to property together with details of insurance cover within 48hrs from the time of accident.
3. The accident report shall include:
  - (a) the name of operator;
  - (b) the registration number of the vehicle or vehicles' involved in the accident and number of driving licence(s) of the driver(s) involved;
  - (c) the date and time of accident;
  - (d) the place of accident;
  - (e) the names of crew in the bus during the time of accident;
  - (f) the number of people seriously injured or deceased if any;
  - (g) the number of passengers in a bus at the time of accidents;
  - (h) the extent of damage caused to the vehicles, and property;
  - (i) the cause of accident; and
  - (j) any other relevant information.
4. An officer of the Authority may demand any information and document in relation to an accident from the licensee of the vehicle.

Dodoma,

26<sup>th</sup> September, 2017

**MAKAME M. MBARAWA**

*Minister for Works, Transport and Communications*