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FEDERAL REPUBLIC OF NIGERIA

FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ABUJA



Service Level Agreements

"Safer Roads, Fuller Lives"

4, Maputo Street, Zone 3, Wuse, Abuja

Second Edition

April, 2026

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AUTHORIZATION

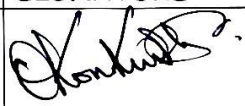
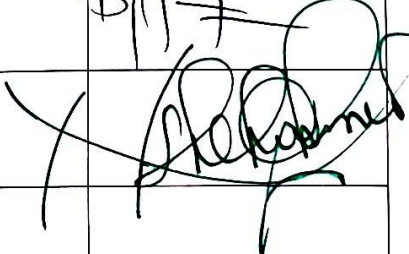
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Table Of Contents

1. Authorization	2
2. Introduction	5
3. Procedure for obtaining a valid National Driver's Licence	5 - 6
4. Issuance of Renewal of Driver's Licence	7
5. The Bypass capture feature is available for renewal of driver's Licence.....	8
6. Issuance of Commercial or Professional Driver's Licence.....	8 - 9
7. Foreign Driver's Licence Reciprocity.....	9
8. Requirement for Foreign Driver's Licence Reciprocity	9
9. Procedure for Driver's Licence Reciprocity.....	9 - 10
10. Procedure for National Driver's Licence online verification.....	10 - 11
11. Process of obtaining National Vehicle Number Plates.....	11 - 12
12. Procedure for obtaining Road signs.....	12 - 13
13. Procedure for payment of fines by traffic violators	13 - 15
14. Towing and Claiming of Towed Vehicles	15
15. Categories of Vehicles that should be towed.	15 - 16
16. Towing Procedures	16
17. Release of Towed Vehicle to Claimant	16 - 17
18. Tow Charges	17
19. Mode of Payment for Towing Service.....	17 - 18
20. Procedure for Treatment of Road Traffic Crash Victims by FRSC RTC Clinics.	18
21. Procedure for Accreditation of Speed Limiting Device (SLD) Vendors in Nigeria.	18

22. Driving School Standardization Programme	21
23.Requirement for Registration of a Driving School	21
24. Application for Registration	21 - 22
25. Document to be submitted	22
26. Procedure for obtaining Driver's certification from Driving Schools	23 - 24
27. Procedure for obtaining Rider's certification from Driving Schools	24 - 25
28. Default Approval application process	26 - 27.

Introduction

Federal Road Safety Corps (FRSC) plays a central role in Motor Vehicle Administration in Nigeria through the design and production of Vehicle Number Plate, National Driver's Licence and Signage. To ensure effective road transport administration, a tripartite committee was formed comprising the FRSC, Vehicle Inspection Officer (VIO) and Various State Internal Revenue Service (SIRS). The agencies involved in ensuring smooth processing and distribution of all produced vehicle number plates and National Drivers' Licence across the country. Thus, the agencies perform the following roles

1. FRSC

- a. Designing and producing the Drivers Licence to be used by various categories of vehicle operators in Nigeria
- b. Determining from time to time the requirement to be satisfied by applicants for the National Drivers' Licence

2. VIO

- a. Testing the proficiency of the potential driver

3. IRS

- a. Determining the price to be paid by an applicant through the Joint Tax Board (JTB).
- b. Ensuring the collection of such payment(s)
- c. Distribution of Driver's Licence after production by FRSC

PROCEDURE FOR OBTAINING A VALID NATIONAL DRIVER'S LICENCE

1. Issuance of New Driver's Licence

A person not below the age of 18yrs who desires to obtain a Private Driver's Licence shall ensure the following:

- a. Obtains Learner's Permit from Internal Revenue Service (IRS), Motor Licencing Authority (MLA) or Motor Vehicle Administration (MVA)
- b. Chooses Driving School from list of certified Schools online dssp.frsc.gov.ng and register.
- c. Driving School trains the applicant for 26 sessions after which he or she writes exams.

- d. Successful applicant shall be issued with a certificate of completion which shall expire in 6 months. The certificate number is used to call up applicant's record (name & DOB) on pre-populated form ML18N from (www.nigeriadriverslicence.org)
- e. Applicant proceeds to the VIO for Driving Test. If successful, he/she is issued with the Driver's Test Certificate.
- f. Unsuccessful applicant shall be entitled to apply for another test after the expiration of one calendar month from the date of the previous test.
- g. Successful applicant proceeds to make payment of prescribed fee of N15,000 or N21,000 for Driver's Licence with 3 or 5yrs validity period respectively for Motor Vehicle Licence. However, for Tricycle and Motorcycle Rider's Licence, the applicant is to pay N7,000 or N11,000 for 3 or 5yrs validity period respectively. The payment is to be made at designate banks (FCMB, FBN, Access, UBA, Union, Sky Bank, etc using **PAYARENA or other available E-PAYMENT platform on the portal**).
- h. The applicant confirms the payment at BIR/Motor Vehicle Administration Agency (MVAA).
- i. A vision Acuity Test shall be conducted at FRSC DLC to confirm the health status of the drivers's eyes.
- j. Applicant shall present his/her self for Bio-metric and Bio-data captured at FRSC DLC and will be issued a temporary licence valid for 60days.
- k. Bio-metric investigation shall be conducted on the applicant's bio-metric at FRSC Data Centre.
- l. Applicant shall collect the permanent Driver's Licence at State IRS/MVAA after 60days of issuance of the temporary card.

NOTE: The feedback or cogent reason a permanent Driver Licence may not be produced within the 60 day standard timeline must be communicated back to the applicant through his registered phone number

2. Issuance of Renewal of Drivers' Licence:

- a. The holder of a valid Driver's Licence may apply for and obtain a renewal of the Driver's Licence at any time within a period of one calendar month before the expiration date of the Licence.
- b. All applicants for renewal of Driver's Licence shall undergo a driving test if six (6) months have elapsed since the person last held a valid Licence.
- c. Applicant shall fill and submit application form online via (www.nigeriadriverslicence.org).
- d. Applicant proceeds to make payment of prescribed fee of N15,000 or N21,000 for Driver's Licence with 3 or 5yrs validity period respectively at designated banks (FCMB, FBN, Access, UBA, Union, Sky Bank, etc using **PAYARENA or other available E-PAYMENT platform on the portal**).
- e. The applicant confirms the payment at IRS/Motor Vehicle Administration Agency (MVAA).
- f. A Vision Acuity Test shall be conducted at FRSC DLC to confirm the health status of the driver's eyes.
- g. After the Vision Acuity Test, Bio-metric and Bio-data of the applicants will be captured at FRSC DLC.
- h. After the Vision Acuity Test, Bio-metric and Bio-data of the applicants will be captured at FRSC DLC
- i. A Temporary Licence with 60days validity period shall be printed and given to the applicant.
- j. Bio-metric investigation shall be conducted on the applicant's bio-metric at FRSC Data Centre.
- k. Applicant shall collect the permanent Driver's Licence at State IRS/MVAA after 60days.

NOTE: The feedback or cogent reason a permanent Driver Licence may not be produced within the 60 day standard timeline must be communicated back to the applicant through his registered phone number

3. The Bypass Capture feature is available for renewal of Driver's Licence

The Bypass Capture feature is available on (www.nigeriadriverslicence.org) and provides the applicant options of selecting 'YES' or 'NO' to a question captioned "Recapture Biometric Information {Please click on YES if you want to recapture your biometric information}.

If the applicant selects NO, the entire applicant's initial Bio-metric shall be used on the renewed Driver's Licence.

NOTE:

- Bypass capture option is not made available to applicants for every renewal. It is available only during 1st renewal, 3rd renewal, 5th renewal, 7th renewal, etc.
- All documentation by VIO & MLA should be completed at the point of collection of permanent drivers' licence by the applicant.

4. Issuance of Commercial or Professional Driver's Licence:

A person **NOT** below the age of 26yrs who desires to obtain a Commercial Driver's Licence shall:

- i. Possess a Private Driver's Licence.
- ii. Present evidence of membership of professional association such as National Union of Road Transport Workers (NURTW) and National Association of Road Transport Owners (NARTO) or letter of employment by registered transport Company.
- iii. Obtain a medical certificate of fitness from any **designated** Governmental Hospital on the following health status;
 - ❖ Blood pressure assessment for hypertension.
 - ❖ Visual acuity and colour blindness
 - ❖ Blood sugar
 - ❖ Arthritis
 - ❖ EEG screening for epilepsy
 - ❖ Ear
- iv. Attend and pass a driving test conducted by the VIO. If the applicant fails, he/she shall be entitled to apply for another test but not before the expiration of on calendar month from the date of the previous test.

- v. If successful, applicant pays the prescribed fee of N15,000 or N21,000 FOR Drivers Licence with 3 or 5yrs validity period respectively and presents the bank teller at IRS/MVAA for confirmation. Tricycle/Motorcycle rider's licence is N7,000 for 3 years and N11,000 for 5 years. The fees are subject to change from time-to-time
- vi. Presents him/herself for bio-metric capture at FRSC DLC.
- vii. Temporary Driver's Licence with validity period of 60days will be issued to the applicant immediately.
- viii. Collect the permanent Driver's Licence from the IRS or MVAA after 60days.

NOTE: The feedback or cogent reason a permanent Driver Licence may not be produced within the 60 day standard timeline must be communicated back to the applicant through his registered phone number

FOREIGN DRIVERS LICENCE RECIPROCITY

REQUIREMENTS FOR FOREIGN DRIVER'S LICENCE RECIPROCITY

Reciprocity of Driver's licence involves mutual agreements of countries to permit the use of the other country's Driver's licence as a qualification for issuance of the drivers licence without undergoing the usual process for obtaining same as prescribed by their domestic laws. The applicant of the licence tenders some documents for the processing of the licence, these includes the following:

- a. Data page of international passport
- b. Foreign Driver Licence
- c. Proof of residence in the Country
- d. Letter of authentication or Driving History.

PROCEDURE FOR DRIVER'S LICENCE RECIPROCITY

Reciprocity Desk Officer is appointed at the FRSC (MVA Department), who will handle all requests for holders of foreign driver's licence.

STAGE 1: Holders of foreign drivers Licence reports to the Sector /Unit Head DLC in his State of residence with his/her International Passport, Foreign Driver's Licence, proof

of residence in the Country and Driver's Licence Verification letter from the Country of origin.

STAGE 2: The DLC Officer refers the applicant to the State VIO/ Testing Officer for a retest and a Drivers' Test Certificate is issued after successful test.

STAGE 3: The Sector /Unit Head DLC collate the information and scan same to RSHQ Abuja Foreign Desk Officer via email **foreigndriverslicence@frsc.gov.ng** Documents to be attached includes: Data page of the applicants' International passport, the Drivers Licence from the home Country, proof of residence where the applicant is domicile, Driver's Licence verification letter from the Country of issuance for the purpose of confirmation and Drivers Test Certificate issued by the VIO/Testing Officer of the State. The **Reviewing Officer** confirms the above documents and forwards to the **Approving Officer**

STAGE 4: The **Approving Officer** login into the **dssp portal** and approve the record which automatically generate a unique identity number (By-passing 26 sessions / fast track) and sends to the applicant, **Reviewing** and **Approving Officers**

STAGE 5: On receipt of the unique identity number from the foreign driver's licence portal, the applicant may proceed to the Centre or fill the form online, make payment through the bank/e-payment platform. The State Board of Internal Revenue (BIR) confirms the payment

STAGE 6: The applicant reports back to the Sector/Unit Head DLC for Biometric capture and Temporary Drivers' Licence is issued.

PROCEDURE FOR NATIONAL DRIVERS LICENCE ONLINE VERIFICATION

Request for verification is submitted through Verification Portal

<https://www.ndlverification.frsc.gov.ng>. The procedure is as follows:

- i. **Sign up:** Create an account, starting with few details.
- ii. **Fill Verification Form:** Click on Visit Portal to Login to your Dashboard and fill verification form by uploading the following document
 - ❖ Application Letter
 - ❖ Front page of Drivers Licence
 - ❖ Back page of Drivers Licence

- ❖ Any means of ID e.g Voters card, International Passport, NIN etc.
- iii. **Make Payment:** You will be required to make payment of N50,000 for verification or shipping through **REMITA** using the debit
- iv. The Desk Officers review the application as the first reviewer
- v. The CC NDL does the second review as the final reviewer
- vi. The DCM (MVA) approve the submitted process for final approval
- vii. **Tracking progress:** The applicant tracks the extract which should be ready within 10 working days.
- viii. **Confirm Process Completion:** The applicant login to portal to confirm completion and downloads extract from the portal

NOTE: The feedback or cogent reason the extract may not be ready for download within the 10 working days standard timeline must be communicated back to the applicant through his registered phone number

PROCESS OF OBTAINING NATIONAL VEHICLE NUMBER PLATES

- i. Applicants visit the NVIS web site www.nvis.frsc.gov.ng or Motor Licensing Authority (MLA) of State Board of Internal Revenue
- ii. Applicant fills Form MVA 01
- iii. Form MVA 01 is divided into two parts comprising of 30 fields.
 - a. 17 in part A which is vehicle description
 - b. 13 in Part B which is ownership information
- iv. Costing is done by State Board of Internal Revenue
- v. Police verification and inspection is carried out to ascertain the ownership of the vehicle
- vi. Payment made to designated bank or treasury
- vii. Completed form is submitted for vehicle number plate allocation
- viii. Vehicle number plate is processed
- ix. National Vehicle Identification System Desk Officer capture the data into National Vehicle database in NVIS portal
- x. State Board of Internal Revenue prints Proof of Ownership Certificate
- xi. Collection of physical number plate

PRICES OF NUMBER PLATES	
NUMBER PLATES	COST
STANDARD PRIVATE MOTOR VEHICLE	30,000
STANDARD COMMERCIAL MOTOR VEHICLE	30,000
FANCY MOTOR VEHICLE	400,000
MOTORCYCLE	12,000
ARTICULATED VEHICLES	90,000
OUT OF SERIES NUMBER PLATE	150,000
GOVERNMENT FANCY MOTOR VEHICLE	120,000
GOVERNMENT STANDARD MOTOR VEHICLE	80,000
GOVERNMENT FANCY MOTORCYCLE	50,000
GOVERNMENT STANDARD MOTORCYCLE	20,000
DEALER VEHICLE NUMBER PLATE	100,000
FANCY MOTORCYCLE NUMBER PLATE	50,000

PROCEDURE FOR OBTAINING ROAD SIGNS

Government and Private Organizations can apply for the production of different types of signage for various uses. To make a request, the following procedure applies.

Step 1: Applicants/ Customer places orders containing the type, specification, sizes and grade of the signage forwarded to the Corps Marshal through DCM (MVA).

Step 2: Copy of the application is forwarded to the Signage Plant for costing by production officer.

Step 3: DCM (MVA) acknowledges the receipt of application within 24hours.

Step 4: CC (Signage) forwards the cost of signs to customer through DCM (MVA) within 7 days on receipt of order to enable payment.

Step 5: Customer makes the payment for the orders through **REMITA** and submits evidence of payment to DCM (MVA)

Step 6: On receipt of evidence of payment, DCM MVA requests for confirmation of payment of Road Signs from the FRSC Finance and Account Department

Step 7: DCM (MVA) acknowledges the receipt of payment and communicates the timeline for delivery of signs to customers.

Step 8: DCM (MVA)) directs the CC (Signage) to commence production immediately.

Step 9: Upon the production, the CC signage authorizes the dispatch of the signs to the applicants.

NOTE: The feedback or cogent reason the request may not be produced within the reasonable time must be communicated back to the applicant through his registered phone number

PROCEDURE FOR PAYMENT OF FINES BY TRAFFIC VIOLATORS

In the event a person is booked for road traffic offence and issued notice of offence sheet, he /she has the options of either proceeding to pay the presubscribed

Fine at any designated bank through **REMITA** within 7 days or after failure to do so, the Corps reserves the right to prosecute him/her in any court of competent jurisdiction. If the offenders is arrested on a date that the mobile traffic court is sitting, he or she shall be arraigned before the mobile court immediately for prompt trial.

However, an aggrieved or unsatisfied person can lodge complaint through Commanding Officer or SERVICOM Desk officer in any of FRSC formations or through the following

- a. servicom@frsc.gov.ng
- b. 09139600034, 09139600096 or 122 FRSC toll free line

Where the offender elects to pay the prescribed fine(s), the following processes shall apply:

STEP 1: A payer may elect to make payment through any of the commercial banks in Nigeria or through an electronic medium. The payment gateway shall be **REMITA** Platform accessible on www.remita.net

STEP 2: When the REMITA page opens, the payer shall go to "pay a Federal Government Agency" and click on it. This takes him/her to a page where he/she shall complete the mandatory payment fields required, including:

- a. Name of MDA: Type 'FRSC' and 'Federal Road Safety Commission' will pop up then click on it.

- b. Name of Service/Purpose: Click on the drop-down and select OFFENCE.
 - c. Notice of Offence Sheet will automatically appear where the applicable offence can be selected and the amount automatically appears in the space provided for amount payable.
 - d. Type the offence ticket number in the space provided
 - e. Type in: The Drivers Licence Number, Sector, Unit, Vehicle Registration Number, Vehicle Colour and Vehicle Make if available
 - f. Type the Name of the payer
 - g. Email and Phone Number of the payer are optional
 - h. Key in the dynamic characters that is displayed immediately after the payer's phone number and finally click on proceed to payment button, then the REMITA Retrieval Reference (RRR) will automatically be generated. This is required to complete the payment process through any of the following means:
 - i. Tendering the RRR to any bank branch
 - ii. Using internet banking
 - iii. Using ATM cards on REMITA POS.
 - iv. REMITA platform for registered users etc
- STEP 3:** The Payer proceeds to the Command where the offence ticket was issued with the evidence of payment.
- STEP 4:** He/She goes to the Duty Room to present the evidence of payment and original copy of Notice of Offence Sheet or printout slip
- STEP 5:** The Duty Room Officer (DRO) may direct the Offender to the Public Enlightenment Office (PEO) for attitude changing enlightenment session. Taking into consideration the severity of the offence committed, the enlightenment session may come before or after payment.
- STEP 6:** The PEO thereafter clears the offender.
- STEP 7:** The DRO or Accountant collects the evidence of enlightenment for verification
- STEP 8:** After verification of evidence correctly, the Offender signs the release register.
- STEP 9:** The DRO releases confiscated papers and or key of the vehicle/motorcycle, if impounded.
- STEP 10:** Where a vehicle had been impounded, DRO issues Gate Pass to the Offender which he/she shall present to the Marshal on Guard Duty.

STEP 11: Marshal on Guard collects and verifies the Gate Pass for documentation, after which he/she allows the offender and the vehicle out of the premises if found authentic.

a. A vehicle may be impounded when:

- i. The driver is adjudged to be under the influence of drugs or other intoxicating substances.
- ii. The driver is driving a mechanically deficient vehicle.
- iii. The driver is without a driver's licence nor original vehicle papers or if in possession of photocopies of vehicle papers and such are reasonably suspected to have been altered at the time of arrest.
- iv. Dangerous driving offence is committed.
- v. The driver is reasonably suspected to be an under-age.
- vi. The vehicle is suspected to be stolen.

NOTE: The Offender will pay for towing services alongside the fines for the offence committed.

b. While impounding a vehicle, the arresting Officer shall notify the offender of Section 5(b) of the FRSC Act, 2007 which states thus:

"If a driver or owner of a vehicle fails to reclaim such vehicle within six (6) months of the date of detention, the FRSC may apply to the High Court for an order forfeiting the vehicle to the Federal Government which may thereafter be disposed by public auction and the proceeds of the sale deposited in Government treasury".

- c. The attention of the offender shall equally be drawn to the portion of the Notice of Offence which stipulates the custody fee accruable on daily basis, after the initial twenty hours after arrest.

TOWING AND CLAIMING OF TOWED VEHICLES

INTRODUCTION

Towing shall apply to all vehicles found to be obstructing the public roads or safe zones for whatever reason(s) and vehicles deliberately parked or abandoned on the hard shoulder.

CATEGORIES OF VEHICLES THAT SHOULD BE TOWED

- a. A vehicle abandoned on the Highway thereby constituting obstruction.
- b. A vehicle reasonably suspected to constitute risk to security of lives and property.

- c. A vehicle parked deliberately or abandoned on the hard shoulder of the road unattended to.
- d. A Vehicle found to be obstructing free passage on roads or at safe zones for whatever reason(s).
- e. Crashed, charred remains or broken-down vehicles obstructing public road. All vehicles in the above categories shall be towed to any FRSC Command or any other dedicated premises.

NOTE:

The Owner of the vehicle so towed will pay for the towing service as appropriate.

TOWING PROCEDURES

This shall be as follows:

STEP 1: A dedicated call line (0700-CALL-FRSC/122) assigned for towing shall receive a call (internal or external) on obstruction or abandoned vehicle.

STEP 2: The dedicated line operator shall put a call through to the Federal Road Safety Corps formation or patrol team nearest to the scene immediately for prompt action.

STEP 3: Team leader captures an obstructing vehicle pictorially, showing how it constitutes obstruction before removal.

STEP 4: Notice of offence is issued to the driver and the vehicle is moved to a dedicated auto pond or FRSC premises.

STEP 5: In the absence of the driver, the spot from which the vehicle is towed shall be marked while the Notice of Offence is kept in the Duty Room to be delivered to the driver or claimant upon proof of ownership.

RELEASE OF TOWED VEHICLE TO CLAIMANT

The following conditions shall be met before a towed vehicle is released:

- a. Claimant shall report at the FRSC Office Duty Room with the Notice of Offence Sheet and/or application (handwritten or typed) for the release of vehicle towed.
- b. In case the claimant had not been issued a Notice of Offence, prior to his/her application for claim, a Notice of Offence is issued on the spot.
- c. Duty Room verifies the following.
 - i. Notice of Offence Sheet/application for claim.
 - ii. Original proof of ownership (not hand written) or sworn affidavit from a Court of Law certifying his/her true ownership of vehicle.

- iii. Driver's licence/Utility bill/any other means of identification
- iv. Vehicle Licence
- v. Two (2) passport photographs
- d. Photograph of the claimant standing by the vehicle shall be taken. Such photograph shall show clearly the vehicle registration number.
- e. Vehicle registration details shall be verified.
- f. Claimant shall endorse the Vehicle Release Certificate (VRC).
- g. Claimant shall sign for and collect a Gate Pass and take possession of his vehicle.
- h. Duty Room shall file copies and other verified documents of Release of Towing/Recovery Vehicle as appropriate.

TOW CHARGES

Federal Road Safety Corps tow charges shall be average of the prevailing commercial charges but subject to tonnage of vehicle involved, terrain and distance relative to PMS/AGO price regime, at the time of towing.

MODE OF PAYMENT FOR TOWING SERVICE

In the event of claim of a towed vehicle, the following steps shall be taken:

STEP 1

The payment gateway is through REMITA and it is accessed on www.remita.net where the following activities shall take place:

- i. Fill in: Name of MDA (i.e. FRSC)
- ii. Select: Name of Service/Purpose (i.e. Towing)
- iii. Select: State from where you are making your payment (i.e. where the beneficiary Command is located)
- iv. Fill in the 'Amount to Pay'
- v. Describe the payment (e.g. Being Payment for Towing of Saloon Car with Reg. No. ABC 123 CJ)
- vi. Type in: The payer's full name (e.g. Nura Taiwo Achibong)
- vii. Type in: The Payer's email and phone number which are all optional but important
- viii. Key in: Some dynamic characters that display just above "Proceed to Payment Box"
- ix. Then click on: Proceed to payment which will lead to generation of unique number known as REMITA Retrieval Reference (RRR).

STEP 2

The generated 'RRR' shall be used to finalize the payment through any of the following means:

- i. Tendering the RRR to any Bank Branch
- ii. Using internet Banking
- iii. Using Automated Teller Machine (ATM) cards on **REMITA** Point of Sale (POS)
- iv. **REMITA** Platform for Registered users, etc

NOTE:

REMITA payment for towing service does not apply to private commercial tow trucks.

PROCEDURE FOR TREATMENT OF ROAD TRAFFIC CRASH VICTIMS BY FRSC RTC CLINICS

- a. The Clinic received call from the rescue team about rescue performed. Doctor/ Nurse prepares to receive victims brought by FRSC rescue team, other sister agents or individuals.
- b. On arrival the victims are moved on stretchers into the Triage of the Clinic.
- c. A quick triage is conducted and the patients are assigned to the nurses to stabilize.
- d. In stabilizing the patients, airways, breathing and circulation is secured, the vital signs are monitored. Then the other medical interventions are carried out to stabilize the patients depending on the individual condition of the patients,
- e. During the process of stabilizing the patients, the infusion and medical auxiliaries that are required to manage the patients are provided and documented by the Pharmacist.
- f. The medical Record Officer or Marshal provides RTC patient's treatment cards. Each Patient is assessed properly, and finding on the condition of the Patient's diagnosis documented, prescriptions written including all drugs called for initially and treatment order/plan written out. The Nurses keep the TPR chart record.
- g. Patients are either referred for further treatment in appropriate hospital or discharged depending on the condition.
- h. At the end of the shift, the matron or the most senior nurse on duty reports all accidents cases received and managed during the shift on the daily events reports book and documents his/her handling over to the Nurse taking over from him/ her for the next shift.

PROCEDURE FOR ACCREDITATION OF SPEED LIMITING DEVICE (SLD) VENDORS IN NIGERIA

Introduction

A Speed Limiting Device (SLD) Vendor is a person licensed to carry out supply, installation, calibration and maintenance of speed limiting Devices in vehicles in Nigeria.

Accreditation

For a person to be accredited as Speed Limiting Device Vendor, the following eleven (11) steps shall subsist:

Step 1: Website

Intending applicant checks FRSC website (www.frsc.gov.ng) for criteria required for qualification as an SLD Vendor.

Ste 2: Pre-Qualification

The Applicant shall have a firm and submits application alongside the following documents to FRSC:

- a. Evidence showing that the firm is a legal entity through Certificate of Registration with the Corporate Affairs Commission (CAC).
- b. Full Company profile.
- c. Evidence of filing of annual Returns for the last three (3) years.
- d. Curriculum Vitae of key personnel showing experience and technical qualification(s).
- e. Tax Clearance Certificates for the last three (3) years.
- f. Value Added Tax (VAT) registration certificate.
- g. Firms audited account for the last three (3) years.
- h. Bank reference.
- i. Evidence of at least three (3) similar projects carried out for large Corporate/public institution within the last 3 years.
- j. Evidence of payment of training contributions to Industrial Training Fund (ITF).
- k. Evidence of PENCOM contributions.
- l. Speed Limiting Device product certificate obtained from SON.

Step 3: Technical Committee

The Technical Committee acknowledges receipt of all applications received within 48 hours.

Step 4: Interested companies are invited for screening by the Technical Committee comprising Federal Road Safety Corps, Standards Organization of Nigeria and National Automotive Design and Development Council.

Step 5: Practical demonstration of Speed Limiting Device installation and test running are carried out by intending Vendor for evaluation of the device performance and technical competency of the vehicle technicians by the Technical Committee.

STEP 6: On completion of the screening and practical demonstration exercise, the applicant shall be informed of the assessment outcome. However, only applicants who meet the minimum cut off point of 60% compliance shall be deemed to be successful.

Step 7: Successful applicant at the documentation stage shall have its fitness centre(s) examined by the Technical Committee within six weeks after success at the documentation stage.

Step 8: Applicant is informed of the success or otherwise of the company's office inspection exercise.

Step 9: Successful applicant at the office inspection state is invited and presented with the certificate by the Technical Committee on Implementation of Speed Limiting Device within two weeks after the office inspection.

Step 10: During the process of issuance of certificate, successful vendor shall sign commitment documents to abide by the code of practice for SLD Vendors.

Step 11: The Company's logo and other details are collected and login details provided to enable upload of vehicles and devices they have installed to the portal.

Details of dedicated FRSC staff are provided to vendor to report their challenges, if any. The challenges are to be handled within 48 hours and feedback conveyed.

NOTE

Inspection of Vendors facilities shall be done twice yearly.

A. DRIVING SCHOOL STANDARDIZATION PROGRAMME

Introduction

The Driving School Standardization Programme (DSSP) is an initiative of the Federal Road Safety Corps aimed at setting standard for all driving schools nationwide. This is to ensure that driving schools conform to minimum technical standard before certification. The programme is also designed to compel all fresh applicants for drivers licence to undergo basic driver's training in an approved school before they are issued with driver's licence.

B. REQUIREMENT FOR REGISTRATION OF A DRIVING SCHOOL

Section 5(f) of the FRSC Establishment Acts 2007 and Regulation 33 of the National Road Traffic Regulations (2012), empowers the Federal Road Safety Corps (FRSC) to:

1. a Establish a model Driving School in each state of the federation and FCT
b Regulate the establishment and registration of private and government own driving school in Nigeria, and
c Set guidelines for the establishment of such driving schools
2. The registration of the driving school shall be as specified in form TRG00001 of schedule 1 to these regulations and no driving school shall be registered unless the prescribed fee is paid to the authority
3. FRSC Shall, from time to time, inspect all registered driving schools to ensure that operators conform to the standards specified by the Corps.
4. FRSC shall issue a permit to all registered driving schools in accordance with regulation 33 (1) of the National Road Traffic Regulations (2012)
5. Every private driving school shall be operated by a registered instructor for the purpose of operating as driving school.

C. APPLICATION FOR REGISTRATION

Application for registration of driving school must be submitted through the form TRG00001, available on www.dssp.frsc.gov.ng or any nearby FRSC formation. The application should be submitted through the Sector Command of where the proposed school is located for onward submission to FRSC Headquarters for further necessary action. All applications received for registration and certification shall be duly acknowledged via email highlighting deficiencies (if any) to be addressed before further action would be taken on such applications and for those that meet the full requirement, acknowledgement

will be forwarded, informing them of the receipt that their application is being attended to.

D. DOCUMENTS TO BE SUBMITTED

The application form shall be accompanied by the following:

- a. Certificate of registration of business name from Corporate Affairs Commission (CAC) bearing the name of the driving school or certificate of incorporation stating the driving school as one of the objects for which the company is established
- b. Evidence of registration with appropriate state agencies. (where applicable)
- c. Certificate of Vehicle Insurance
- d. Completed registration form TRG00001
- e. Branded pictures of all vehicles, simulator, classroom, library, teaching aids and other facilities

Opening of Branch Offices

All approved driving schools desiring to open branch(es) in other locations **MUST** apply through the Sector Command and ensure all facilities are in place for the take-off of the Branch(es). The state committee on DSSP shall inspect the Branch(es) and forward report to the National Headquarters of FRSC for profiling before approval is granted.

Login credentials for branch office(s)

Login credentials for such branch(es) will be distinct from the main office and will be uploaded in the list of approved driving schools.

Branding of school and equipment

Approved register accredited driving schools shall not use FRSC colours, symbols, and logo on their vehicles, offices, signboard, letter head etc.

Prospective Driving School **MUST have the following facilities:**

- a. Conducive Classroom/Administrative office
- b. Vehicle(s) for driving instruction (dual pedal)
- c. Internet facilities
- d. Certified driving instructors trained by FRSC
- e. Course Manual

- f. Nigeria highway code
- g. Traffic Laws/Regulations
- h. Road sign models
- i. Fire Extinguisher
- j. First aid facilities
- k. Library
- l. Vision acuity testing facilities
- m. Electronic driving simulator
- n. Inspection pit
- o. Television and CD players
- p. Overhead projector
- q. Magnetic board
- r. Safety kits
- s. Workshop
- t. Conveniences
- u. The constitution of the Federal Republic of Nigeria
- v. 150-200 cc Motorcycle (For schools conducting motorcycle training)
- w. 1000cc and above power bike (For schools conducting training on power bike)
- x. Tricycle (keke NAPEP) for schools conducting Tricycle training (3 stroke engine)
- y. Truck for schools conducting truck training
- z. Articulated vehicles for schools conducting articulated vehicle training
- aa. Agricultural machine (Tractor, combine harvester)
- bb. Earth moving vehicles (Grader, Caterpillars, payloador, forklift)

NOTE

Simulator(s), vehicles, Tricycles, power bikes and Motorcycles must be branded in the school's name, colours and logo (on both sides, rear and bonnet) for vehicles and Tricycles while motorcycles should be branded on the tank

PROCEDURE FOR OBTAINING CERTIFICATION FROM DRIVING SCHOOLS

Step 1: Any fresh applicant for driver's licence goes online www.dssp.frsc.gov.ng to choose an accredited driving school in the state he/she desires to attend.

Step 2: Applicant obtains Learners Permit from State Board of Internal Revenue (BIR) or any accredited agent of the States.

Step 3: Driving School proprietors receives and enrolls applicants according to its facilities by logging in with his or her username and password.

Step 4: Driving Schools opens file for each student on the DSSP portal www.dssp.frsc.gov.ng

Step 5: Driving School trains the student both theoretical and practical for at least the specific number of hours as required. This is currently 25 sessions of minimum of one hour each per training session.

Step 6: Driving School update, the student's training records on the portal at the end of each training session.

Step 7: The Driving School enrolls trainee for Computer Based Test (CBT) after the 25th session of theoretical and practical driving training.

Step 8: The trainee will write the CBT after physical capture on the 26th session. The pass mark is 60%. Any trainee that scores below 60% rewrites the CBT after 7 days.

Step 9: The DSSP portal generates certificate with a unique code to the student that passed the CBT.

Step 10: The code on the Driver's certificate will now be used by DLC to open form for Driver's licence

NOTE: The Driving School certificate is valid for six (6) months only.

The role of all accredited Driving Schools stops at training and generation of certificates of proficiency on completion of the 26th sessions which is CBT.

PROCEDURE FOR OBTAINING RIDER CERTIFICATION FROM DRIVING SCHOOLS

Step 1: Any fresh applicant for rider's licence goes online www.dssp.frsc.gov.ng to choose an accredited driving school in the state he/she desires to attend

Step 2: Applicant obtains learner's permit from State Board of Internal Revenue (BIR) or any accredited agent of the states

Step 3: Driving school proprietor receives an enrolls applicants according to its facilities by logging in with his or her username and password

Step 4: Driving schools opens file for each student on the DSSP portal www.dssp.frsc.gov.ng

Step 5: Driving School trains the student both theoretical and practical for at least the specific number of hours as required. This is currently 7 sessions of minimum of one hour each per training session.

Step 6: Driving School update, the student's training records on the portal at the end of each training session.

Step 7: The Driving School enrolls trainee for Computer Based Test (CBT) after the 7th session of theoretical and practical riding training.

Step 8: The trainee will write the CBT after physical capture on the 8th session. The pass mark is 60%. Any trainee that scores below 60% will re-apply to rewrite the CBT after 7 days.

Step 9: The DSSP portal generates certificate with a unique code to the student that passed the CBT.

Step 10: The code on the rider's certificate will now be used by DLC to open form for rider's licence

NOTE: The rider's certificate is valid for six (6) months only.

The role of all accredited Driving Schools stops at training and generation of certificates of proficiency on completion of the 8th sessions which is CBT.

FEDERAL ROAD SAFETY CORPS (FRSC)

DEFAULT APPROVAL APPLICATION PROCESS

Default Approval and Trigger Points

Default Approval?

Default Approval means that where FRSC fails to communicate decision within the approved SLA timeline for eligible services, the application shall be deemed approved automatically.

STEP 1: When does the SLA Clock start?

The SLA clock begins only when:

- a. Complete application has been submitted
- b. Payment has been successfully validated
- c. Application has been verified and meet up with requirements

STEP 2: When does the SLA Clock Pause?

The SLA clock pauses when:

- a. Additional information are requested from applicant
- b. A formal query is issued
- c. System downtime or technical issues occur
- d. When the application requires further investigation from other agency

STEP 3: The clock resumes once:

When any of the above issue that paused is resolved

Note: Default Approval applies to:

Driver's record verification requests only

Note: Default Approval does not apply to

- a. Flagged driver's records
- b. Unsigned application
- c. Application with irregular signature or cut and paste
- d. Upload of wrong Driver's Licence
- e. Application without agency address as receiver
- f. Security or sensitive cases requiring investigation

- g. Face Mismatch

STEP 4: Trigger Point

If FRSC fails to:

- a. Approve a completed application
- b. Reject an uncompleted application
- c. Issue query for clarification

Then the application is considered to be completed

STEP 5: Applicant notification process

The Notification Content should shows:

- a. Application ID
- b. Service type (e.g., Driver's Licence verification)
- c. SLA reference timeline (10 Working day)
- d. Completed status of the application.

STEP 6: Accessibility

- e. Approved Driver's licence and Driving record becomes accessible and downloadable via NDL Verification Portal (ndlverification.frsc.gov.ng)