



**RWANDA UTILITIES REGULATORY AUTHORITY**  
**P.O BOX 7289 KIGALI, Tel: +250 584562, Fax: +250 584563**  
**Email: [info@rura.rw](mailto:info@rura.rw)**  
**Web-site: [www.rura.rw](http://www.rura.rw)**

**REGULATION N° 011/R/TL-TPT/RURA/2023 OF 06/03/2023 GOVERNING  
SCHOOL BUS TRANSPORT SERVICES IN RWANDA**

## **PREAMBLE**

The Regulatory Board;

Pursuant to Law n° 09/2013 of 01/03/2013 establishing Rwanda Utilities Regulatory Authority (RURA) and determining its mission, powers, organisation and functioning, especially in Articles 2, 4, 6 and 20;

Pursuant to Presidential Order N° 25/01 of 25/02/2015 modifying and complementing Presidential Decree n° 85/01 of 02/09/2002 regulating general traffic police and road traffic as modified and complemented to date;

Having reviewed provisions of passengers' road transport regulations, n° 007/TRANS/RT/RURA/2015 of 01/06/2015 relating to school buses;

Considering the need to have a standalone regulation for school bus transport services for an effective regulation of that field;

Based on recommendations made during consultative meetings held on 18/01/2023 and 19/01/2023 between the Regulatory Authority and stakeholders in School Bus sub-sector;

After consideration and deliberation in its session of 14/2/2023;

Hereby issues the following:

**TABLE OF CONTENT**

CHAPTER ONE: GENERAL PROVISIONS ..... 2

    Article one: Purpose..... 2

    Article 2: Definition of terms ..... 2

    Article 3: Scope of application..... 2

CHAPTER II: LICENSING REGIME FOR SCHOOL BUS TRANSPORT SERVICE ..... 3

    Section One: Application for school bus licenses, requirements and related Obligations..... 3

        Article 4: Application for a school bus transport services license ..... 3

        Article 5: Requirements for License application ..... 3

        Article 6: Requirements for holder of school bus transport services ..... 3

        Article 7: License application process ..... 4

        Article 8: Reasons for rejection of the application..... 4

        Article 9: Obligations of the licensee..... 4

        Article 10: Operations of school bus during school vacation ..... 5

    Section 2: License validity, renewal, transfer and modification ..... 5

        Article 11: Validity of license and authorization ..... 5

        Article 12: License renewal ..... 5

        Article 13: License transfer..... 5

        Article 14: Modification of License..... 6

    Section 3: License suspension, revocation and cancellation..... 6

        Article 15: Ground for suspension of the license..... 6

        Article 16: Ground for revocation of the license ..... 6

        Article 17: Ground for cancellation ..... 7

        Article 18: Procedure for license suspension or revocation..... 7

        Article 19: Application, license and removal fees ..... 7

        Article 20: Regulatory fees ..... 7

CHAPTER III: STANDARDS, SAFETY, ENFORCEMENT POWER AND ADMINISTRATIVE SANCTIONS ..... 8

    Article 21: Standards and specifications of school bus..... 8

    Article 22: Safety and security of children on board ..... 8

    Article 23: Administrative sanctions..... 8

    Article 24: Appeal..... 8

Chapter IV: FINAL PROVISIONS ..... 8

    Article 25: Transitional period..... 8

Article 26: Repealing Provisions .....	9
Article 27: Commencement .....	9
Appendix I : Applicable fees for providing school bus services .....	10
Appendix II: Specifications for school buses .....	11
Appendix III: Faults and their administrative fines in school bus transport services .....	12

## **CHAPTER ONE: GENERAL PROVISIONS**

### **Article one: Purpose**

The purpose of this regulation is to put in place a regulatory framework for School Bus services in Rwanda.

### **Article 2: Definition of terms**

In this Regulation, the terms below have the following meanings:

1. **Authorisation:** a legal document issued by the Regulatory Authority for each bus used by the licensed operator to carry out school bus transport services;
2. **Driver:** any person driving a school bus and holding a DVC card;
3. **Driver Vocational Card:** a Card issued by the Regulatory Authority to a professional driver to perform school bus Transportation;
4. **License:** a legal document issued by the Regulatory Authority to an operator authorizing him to carry out school bus transport activities;
5. **Licensee:** any person to whom a license is issued by the Regulatory Authority to provide school bus transport services in Rwanda;
6. **Operator:** a school bus transport service provider;
7. **Regulatory Authority:** A public organ with the mandate to regulate transport in Rwanda ;
8. **School bus:** a vehicle used for transporting students to and from school or on school-related trips;
9. **Transport services:** remunerated activities of shuttling school children to and from school using school buses;

### **Article 3: Scope of application**

This Regulation applies to a company or cooperative carrying out or intending to carry out activities of school bus transport services in Rwanda and a school which owns vehicles dedicated to transport school children from nursery school to secondary school.

## **CHAPTER II: LICENSING REGIME FOR SCHOOL BUS TRANSPORT SERVICE**

### **Section One: Application for school bus licenses, requirements and related Obligations**

#### **Article 4: Application for a school bus transport services license**

Any person intending to undertake school bus transport services applies for a license to the Regulatory Authority in accordance with this regulation.

#### **Article 5: Requirements for License application**

Any person applying for license of school bus transport services must fulfil the following requirements:

1. An Online application duly completed;
2. A copy of commercial insurance corresponding to the seating capacity of every school bus;
3. A copy of commercial motor vehicle inspection certificate for each school bus;
4. A copy of log book for every school bus;
5. A copy of certificate of domestic company registration or a copy of cooperative registration certificate;
6. Payment of non-refundable application fee;
7. Have a minimum of ten (10) buses of at least twenty-five (25) seats in the city of Kigali;
8. Have a minimum of five (5) buses of at least nineteen (19) seats in the provinces;
9. For Schools having their own vehicles, the minimum number of buses is determined by the size of the school.

After license application approval, the applicant is notified, and has to pay related fee as indicated in appendix I of this Regulation.

#### **Article 6: Requirements for holder of school bus transport services license**

The Licensee of school bus transport services is required to:

1. Have company logo in a sticker of 20cm by 80cm;
2. Have a speed governor and car tracker (GPS) installed in each school bus;
3. Have a drop off / pick up signs;
4. Have a known official office;
5. Have a first aid kit;
6. Have fire extinguisher;
7. Glass breaker.

Any other technology innovation is acceptable upon the approval of the Regulatory Authority.

### **Article 7: License application process**

The application for a license is assessed in fifteen (15) working days and the license issued for applications fulfilling all the requirements.

If the applicant lacks relevant information, he or she is notified and requested to provide the missing information within five (5) working days.

Any incomplete license application is rejected after fifteen (15) working days following the official communication from the Regulatory Authority.

### **Article 8: Reasons for rejection of the application**

The Regulatory Authority may reject an application of a license/authorization if:

1. The applicant fails to comply with the required number of vehicles;
2. The applicant provides false information;
3. The application is incomplete;
4. The applicant does not pay required fees.

### **Article 9: Obligations of the licensee**

The licensee has the following obligations:

1. To use only vehicles having valid authorization;
2. To ensure the continuity of the service;
3. To pay the regulatory fee;
4. To submit to the Regulatory Authority required reports;
5. To cooperate in case of audits and inspections;
6. To provide to the driver branded uniform;
7. To use a vehicle for only one trip in the morning and one in the evening;
8. To seek the approval of the Regulatory Authority for any advertisement on the licensed school bus.

Schools owning buses for transport of children and registered under the school name are not required to pay regulatory fees.

### **Article 10: Operations of school bus during school vacation**

School bus licensees are not allowed to carry out any other transport activities during the school period except students transport service. However, the licensee is allowed to use school buses to provide rental services during school vacation, week-end days or on public holidays.

### **Section 2: License validity, renewal, transfer and modification**

#### **Article 11: Validity of license and authorization**

All licenses for providing school bus transport services have a validity of three (3) years renewable upon compliance with applicable laws, regulations and license conditions.

The validity of an authorization for school bus vehicles has the same validity as the license.

However, the validity of authorization for added vehicles has the remaining period of the license.

#### **Article 12: License renewal**

The licensee who intends to renew his or her license applies at least one (1) month before the expiration of the current license and submits the application requirements as provided for in the article 5 of this Regulation except (6).

Once the license is renewed, the licensee is notified and requested to pay the license fee before collecting the renewed license.

#### **Article 13: License transfer**

The direct or indirect sale, assignment, lease or transfer of assets or activities subject to the license must be approved by the Regulatory Authority.

The license transfer is granted if the proposed transferee meets all the conditions for granting the specific license. The duration of the license and the license terms remains the same.



### **Article 14: Modification of License**

The Regulatory Authority may modify the license provisions during the license term when deemed necessary. The modification of the licensee may be also requested by the licensee.

### **Section 3: License suspension, revocation and cancellation**

#### **Article 15: Ground for suspension of the license**

The license suspension may be requested by the licensee or initiated by the Regulatory Authority.

The Regulatory Authority may suspend a license or authorization for a maximum period of six (6) months when it determines that such suspension is needed in order to respond to the following:

1. Failure of the licensee to provide to the Regulatory Authority required reports in the period provided by the laws;
2. Failure to cooperate with the Regulatory Authority inspection and/ or performance audit team;
3. Failure to pay regulatory fees as provided by the Regulatory Board decision in force;
4. Failure to comply with license obligations;
5. Internal disputes in the licensed company or cooperative affecting service delivery.

If after the six (6) months of suspension, the licensee does not comply, the license will be automatically revoked.

The licensee, who intends to suspend the licensed activity shall notify the regulatory authority two months before the suspension.

During the suspension period, the licensee shall not provide services.

#### **Article 16: Ground for revocation of the license**

The Regulatory Authority may revoke a license before its expiration when it determines that revocation is needed in order to respond to:

1. Failure to comply with license obligations in a repetitive manner;
2. Abandonment of license activities;
3. Liquidation of the licensed company/cooperative;
4. Failure to comply with suspension orders issued by the Regulatory Authority;

5. False representation of facts done by the licensed operator while applying for a license;
6. Purpose for which the license was issued no longer exists.

**Article 17: Ground for cancellation**

The Regulatory Authority may cancel the issued license when it is found out that the license was issued based on false information.

**Article 18: Procedure for license suspension or revocation**

The Regulatory Authority may commence a license suspension or revocation procedure by sending written notice requiring the licensee to provide a response. If the licensee contests the content of the charges and fails to convince the Regulatory Authority, the latter shall hold a hearing on the charges; if during the course of the suspension or revocation procedure, the Regulatory Authority is not satisfied with the explanations, the license may be suspended or revoked.

**Article 19: Application, license and removal fees**

The license for school bus transport services is issued upon payment of a non - refundable application fee and license fee as provided for in appendix I of this Regulation.

The licensee who removes a vehicle from the license pays the required fee as provided in appendix I of this Regulation.

**Article 20: Regulatory fees**

The licensee pays annual regulatory fees as prescribed by the Regulatory Board Decision in force.

## **CHAPTER III: STANDARDS, SAFETY, ENFORCEMENT POWER AND ADMINISTRATIVE SANCTIONS**

### **Article 21: Standards and specifications of school bus**

School bus vehicles shall meet the required specifications and standards as provided in appendix II of this Regulation.

### **Article 22: Safety and security of children on board**

For the purpose of children' safety and security on board of school buses, every licensee must have a supervisor for each bus.

### **Article 23: Administrative sanctions**

A licensee who violates any provisions of this Regulation is liable to administrative sanctions provided in appendix III of this Regulation.

### **Article 24: Appeal**

Any licensee who is not satisfied with the decision taken by the Regulatory Authority has the right to appeal to the court.

## **Chapter IV: FINAL PROVISIONS**

### **Article 25: Transitional period**

All licenses issued by the Regulatory Authority before commencement of this Regulation remain valid until their expiration date.

The phasing out of mini-buses and other types of small vehicles under contracts with schools in the City of Kigali as well as seat belt installation on every seat will be effective from September 2023.

**Article 26: Repealing Provisions**

All prior provisions contrary to this Regulation especially the provisions of passengers' road transport regulations, n° 007/TRANS/RT/RURA/2015 of 01/06/2015 relating to school buses transport services are hereby repealed.

**Article 27: Commencement**

This Regulation comes into force on the date of its signature by the chairperson of the Regulatory Board.

**Kigali, on 06/03/2023**

(Sé)  
**Dr Omar GATERA**  
**Chairperson of the Regulatory Board**

**Appendix I : Applicable fees for providing school bus services**

<b>Application fee (Frws)</b>	50,000 ( for a fleet of 5 school buses maximum) 100,000 (for a fleet of 10 school buses maximum) 200,000 ( for a fleet of school buses above 10)
<b>License fee (Frws)</b>	200,000
<b>Removal of a vehicle from the license</b>	10,000 per vehicle

**Applicable fees for a school owning school buses**

<b>Application fee</b>	20,000 ( for a fleet of 5 school buses maximum) 50,000 ( for a fleet of 10 school buses maximum ) 100,000( for a fleet of school buses above 10 )
<b>License fee</b>	100,000
<b>Removal of a vehicle from the license</b>	5,000

**Seen to be attached on regulation n° 011/R/TL-TPT/RURA/2023 of 06/03/2023 governing school bus transport services in Rwanda**

Kigali on, 06/03/2023

(Sé)

**Dr Omar GATERA**

**Chairperson of the Regulatory Board**

## **Appendix II: Specifications for school buses**

### **A. Specifications of Bus exterior**

- 1) The colour of the school bus shall be yellow. The exception shall be applied to vehicles owned by schools where the school chooses one colour of its owned vehicles and the name of the school shall be written in a font size of not less than 80 inch (20 cm) in height. It shall be written between the upper hazard lights or at the uppermost part on the front and rear sides of the bus, and in the middle of both sides of the bus;
- 2) The phrase «School Bus», together with the name of the operator or any other third party, shall be written on the bus as indicated in paragraph one;
- 3) Window tinting of school buses shall not exceed 30%, and the window be opened up to 10 cm maximum, whether from top or sideways; curtains are forbidden;

It is strictly prohibited to place bars on windows internally or externally.

### **B. Bus Safety Standards**

1. Each school bus must contain a seat belt on every seat, first aid kit, fire extinguisher, glass breaker; a drop off / pick up signs.
2. The licensee ensures that the school bus is always clean and all seats in good condition.

**Seen to be attached on regulation n° 011/ R/TL-TPT/RURA/2023 of 06/03/2023 governing school bus transport services in Rwanda**

Kigali on, 06/03/2023

(Sé)

**Dr Omar GATERA**

**Chairperson of the Regulatory Board**

**Appendix III: Faults and their administrative fines in school bus transport services**

<b>N°</b>	<b>Fault (s)</b>	<b>Fine (s)</b>
1	Operating without valid license	200,000
2	Operating without authorization	100,000
3	Refusal to avail the required document to the enforcement officer	50,000
4	Failure to comply with the safety specifications	50,000
5	To operate without company name or logo displayed on the vehicle	50,000
6	Using drivers not wearing uniform in service	30,000
7	Advertising on the school bus without approval of the Regulatory Authority	100,000
8	Exceeding the authorized number of students	100,000
9	Employing a driver without a vocational card issued by the Regulatory Authority and suspension of the license for a period of one (1) month	50,000
10	Abandoning the school bus services without notifying the Regulatory Authority	100,000
11	Operating a school bus without speed governor or car tracking device	100,000

**Seen to be attached on regulation n° 011/ R/TL-TPT/RURA/2023 of 06/03/2023 governing school bus transport services in Rwanda**

Kigali on, 06/03/2023

(Sé)

**Dr Omar GATERA**

**Chairperson of the Regulatory Board**