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GENERAL NOTICE

NOTICE 224 OF 2009

DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001 (Act No. 7 of 2001)


GAUTENG PROVINCIAL METERED TAXI REGULATIONS, 2008

The Member of the Executive Council responsible for public transport in the Province has, in terms of section 21 of the Gauteng Public Passenger Road Transport Act, 2001 (Act No.7 of 2001), made the Regulations in the Schedule.

SCHEDULE

DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS**GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT NO. 7 OF 2001****GAUTENG PROVINCIAL METERED TAXI REGULATIONS, 2008**

The member of the Executive Council for Public Transport, Roads and Works in the Province of Gauteng has under section 21 of the Gauteng Public Passenger Road Transport Act, 2001 (Act no. 7 of 2001), made the Regulations in the schedule hereto to be published for general information in the Provincial Gazette and brought into operation on the date signed by the MEC in the Notice.



MR. I. JACOBS
MEC FOR PUBLIC TRANSPORT, ROADS AND WORKS
DATE: 15-11-08

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PART A: GENERAL REGULATIONS ON METERED TAXIS

Definitions

1. In these regulations, unless the context indicates otherwise, a word or expression that is defined in the Act or the Main regulations has the same meaning in these regulations, and in addition-

“Act” or “the Act” means the Gauteng Public Passenger Road Transport Act, 2001 (Act No. 7 of 2001);

“Main Regulations” means the Gauteng Public Passenger Road Transport Regulations, 2002 published under General Notice No.105 of 14 January 2003;

“meter” means an instrument installed in a metered taxi to measure distance travelled and waiting time and to compute and indicate the fare;

“Metered taxi” means a motor vehicle used for metered taxi services;

“metered taxi driver” means an individual authorised by the Board to operate a metered taxi under these regulations, issued with an appropriate Professional Driving Permit under the National Road Traffic Act and issued with the metered taxi driver identification card under these regulations;

“metered taxi driver identification card” means a card issued by the Board indicating that the holder is authorised to drive a metered taxi in the Province;

“e-NaTis” means the Electronic National Transport Information System;

“OLAS” means the Operating Licence Administration System;

“Rank” means a place where a metered taxi waits to be hired;

“RAS” means the Registrars’ Administration System;

“Register” means the register of registered associations, their members and non-members kept by the Registrar as contemplated in section 62(b) of the Act;

“SABS” means the South African Bureau of Standards;

“TOLAB” means a transport operating licence administrative body contemplated in section 34 of the Act.

Grading system for the metered taxi service

2. (1) As from a date determined by the MEC by notice in the Gazette, there must be a grading system for metered taxi services, as follows:

- (a) Grade A: vehicles not more than five years old as determined by first date of registration, with air conditioning, advanced braking systems, electric windows and other attributes determined by the Board;
- (b) Grade B: vehicles not more than eight years old as determined by first date of registration, with air condition and other attributes determined by the Board; and
- (c) Grade C: vehicles of any age or type and other attributes determined by the Board.

(2) Despite subregulation (1), the Board may grade a vehicle as Grade A or B despite the fact that the age of the vehicle exceeds the relevant requirements, if the Board is of the opinion that the vehicle is in a good condition for the grade concerned.

(3) Despite subregulation (1) and (2), any other provision in these regulations or any other law no vehicle older than ten years shall be used to provide a metered taxi service.

(4) After the date determined under subregulation (1)-

- (a) the Board must grade all metered taxi services in the Province in accordance with the grades mentioned in subregulation (1); and
- (b) when evaluating an application for renewal of a metered taxi service, the Board must grade the service or re-evaluate the grade, as the case may be.

(5) A vehicle must be regraded when-

- (a) it is involved in a collision within 30 (thirty) days of the collision;
- (b) it is structurally or mechanically altered within 21 (twenty one) days of the alteration;
- (c) the condition deteriorates within 21 (twenty one) days of proof of deterioration; and
- (d) it is substituted with a different vehicle within 7 (seven) days before substitution.

(6) Despite the other provisions of this regulation, the Board may require any holder of a metered taxi permit or operating licence by written notice to apply for grading or regrading within the time specified in the notice, if it suspects that the grading of the service is inappropriate; and may also require the holder to submit the relevant taxi to a testing centre for testing, despite the fact that a valid roadworthy certificate is held for the vehicle.

(7) Applications for grading in terms of this regulation must be made on a form similar to Form 1 in Schedule 2, and be accompanied by the application fee prescribed in item 1 of Schedule 1.

Responsibilities of operators

3. (1) An operator may not allow a metered taxi to be operated by a person-
 - (a) who is not licensed and permitted to operate public passenger road transport; or
 - (b) who is referred to in section 15(1) (a) (iii), (b), (c), (d), (f) or (g) of the National Road Traffic Act, 1996.
- (2) Upon grading or regarding of a metered taxi, the holder concerned must display on the vehicle distinguishing marks, as designed by the Department, indicating the relevant grade.
- (3) A holder who-
 - a) fails to display a grade as required; or
 - (b) displays a grade other than that allocated to the particular vehicle by the Board; or
 - (c) fails to comply with a notice under regulation 2 (6) commits an offence.
- (4) An operator must promptly take appropriate action as soon as he or she becomes aware of any action or omission caused by the driver of a metered taxi resulting in a contravention of the Act, regulations or licence conditions under which such operator holds a licence.
- (5) An operator is responsible and liable for the conduct of the driver in the course of the employment of the driver.
- (6) An operator must ensure that these regulations, the conditions of his or her operating licence as well as the content of the Codes of Conduct for the operators and drivers of metered taxis are included or incorporated by reference in any contract the operator has with the driver.
- (7) The operators must only make use of or allow the use of a communication system accredited and approved by the Board that enables -
 - (a) two way communication between the driver and the operator's management office; and

- (b) public access to request services, register complaints and make enquiries.

(8) An operator must establish a management office within the Province this does not preclude a collective management office.

Responsibility of drivers

4. (1) A metered taxi driver must carry with him or her all the requisite documents authorising him or her to drive a metered taxi and convey passengers.

(2) A metered taxi driver must observe and comply with all the conditions of the operating licence as well as the provisions of the Act and regulations made under it.

(3) The conduct of a metered taxi driver must comply with the provisions of the Code of Conduct for Metered Taxi Drivers set out in Part C of Schedule 3.

(4) A driver of a metered taxi must, in duplicate, issue a receipt to every passenger who uses the service; which must contain the following information:

- (a) the name of the driver and the operator;
- (b) the metered taxi registration number;
- (c) the address of the operator and his or her telephone number;
- (d) the amount received; and
- (e) a brief description of the journey as well as the time and date of issue.

(5) The receipt must be issued at least in duplicate.

(6) A metered taxi driver when on duty must observe the dress code as determined by the operator.

Metered taxi inspections

5. (1) From a date determined by the MEC by notice in the Gazette, a metered taxi in use must every six months undergo a comprehensive inspection at a registered testing centre, complying with the requirements of code of practice *SABS standard 047*, and where applicable standard specification *SABS 1207*.

(2) An inspector at a testing centre referred to in subregulation (1) must issue a report to the Board reflecting all the vehicles inspected and the findings in each case.

(3) An operator must notify the Board in writing within 21 days of a metered taxi having been out of service.

(4) In giving the notice contemplated in subregulation (4), the operator must give reasons for the inactivity of the metered taxi concerned.

Information available in metered taxi

6. (1) By the date determined by the MEC by notice in the Gazette and in consultation with the Board and the Registrar, operators must in each metered-taxi keep an information book accessible to passengers containing amongst others, the emergency numbers, the code of conduct for drivers, code of conduct for operators, the Gauteng Province road and street maps and such other information as the Board may determine.

(2) A metered taxi operator that does not comply with subregulation (1) must be given notice by the Board to correct or make the information available within 21 days of the notice.

(3) If the operator fails to comply with subregulation (2) the operator must be given notice to appear before the Board to show cause why the operating license should not be withdrawn and why it may not be suspended from providing the service.

(4) The Board, after hearing the operator referred to in subregulation (3) may decide to withdraw the operating licence.

Metered taxi driver identification card

7. (1) A metered taxi driver must carry an identification card when operating a metered taxi within the Province.

(2) The identification card referred to in subregulation (1) must contain the following information:

- (a) a colour picture of the face of the driver of the size approved by the Board;
- (b) the name and surname of the driver written in a font and size approved by the Board;
- (c) the name of the operating licence holder under which the metered taxi concerned is licensed to operate;
- (d) the identity number of the driver concerned corresponding with such driver's identity document issued by the Department of Home Affairs to South African citizens;
- (e) the contact number of the operator, that must be in working order and accessible to a person calling it; and
- (f) the expiry date of the card.

(3) The Board must determine the colour and appearance of the metered taxi driver identification card including the security features to ensure that only cards issued on the authority of the Board are used.

(4) A holder must ensure that a driver in his or her employment applies to the Board to issue the metered taxi driver identification card by no later than a final date determined by the MEC by notice in the Gazette.

(5) An application for a metered taxi driver identification card must be made on a form similar to Form 8 of Schedule 2 and submitted to the Board with the application fee set out in item 2 of Schedule 1.

(6) A metered taxi driver must at all times display his or her metered taxi driver identification card in the metered taxi in a location that is visible to passengers.

(7) An identification card is not transferable.

(8) Any person who allows the use of or who uses a fraudulently issued card or a card not issued to him or her commits an offence.

(9) Where a metered taxi driver leaves the employment of an operator, the operator must notify the Board within 14 days thereof.

(10) An operator who employs a new metered taxi driver must notify the Board within 14 days thereof giving full particulars of such a metered taxi driver.

(11) An operator who fails to comply with subregulations (9) and (10) commits an offence.

(12) The metered taxi driver identification card is valid for one year from date of issue.

(13) Where the operator is also the driver of his or her metered taxi such operator is subject to all the relevant provisions applying to drivers in terms of these regulations, with the necessary changes.

(14) The Board must designate an official of the Board to issue the metered taxi driver identification cards.

Customer service requirements

8. (1) As from a date determined by the MEC by notice in the Gazette, the Board must determine a suitable customer service plan applicable to the different grades referred to in regulation 2.

(2) The customer service plan must cover at least the following:

- (a) operational plans that would improve the service to customers;
- (b) procedures dealing with different service requirements, including but not limited to special medical needs;

- (c) procedures to keep a customer informed of the status of his or her request;
- (d) monthly listing of customer complaints involving the operators including the nature thereof and the manner in which complaints are handled;
- (e) monthly listing of traffic and other road use related contraventions by the metered taxis licensed to the operator; and;
- (f) insurance cover and other related benefits available to the customers.

Metered taxi fares

9. (1) The Board may determine maximum fares for metered taxi services in terms of section 8 (2) of the Act, after consultation with-

- (a) the MEC;
- (b) the municipalities in the Province;
- (c) the metered taxi associations in the Province; if any, and
- (d) a recognised organisation representing commuters, if any.

(2) Such fares-

- (a) must be published in the Gazette;
- (b) may differ in respect of different areas in the Province;
- (c) may differ according to the number of passengers which are carried; and
- (d) may provide a fare for cancellation and waiting time.

(3) The fare determined under subregulation (1) must be a basic fare applicable to Grade C metered taxis contemplated in regulation 2(1)(c).

(4) The maximum fare to be charged by Grade A metered taxis contemplated in regulation 2(1)(a) must be the basic fare plus 40 percent, and

the maximum fare to be charged by Grade B metered taxis contemplated in regulation 2(1)(b) must be the basic fare plus 20 percent.

(5) The fare contemplated in this regulation must include night and peak road traffic surcharges.

(6) Subject to section 9 (5) of the Act, no one operating a meter taxi service may charge, demand or attempt to obtain a fare in excess of that determined under this regulation, and any person who does so commits an offence.

Roof signs and other markings

10. (1) A metered taxi must be fitted with an illuminated roof sign displaying the word "taxi" which must be switched on while the metered taxi is in use or is available for hire.

(2) The Board may determine the colour and appearance of roof signs in relation to each grade.

(3) The lettering on a roof sign must be at least 300 millimetres by 120 millimetres in size.

(4) A roof sign must comply with the requirements of Part II of Chapter 6 of the National Road Traffic Regulations, 2000.

(5) The Board in consultation with the municipality and the metered taxi associations operating in the municipality concerned may require that metered taxis operating from such a municipality display stickers or other markings and also determine the form, colour, method of affixing and positioning of such stickers or markings.

(6) A person who fails to comply with this regulation commits an offence.

Requirements in respect of meters

11. (1) The Board must not issue an operating licence for a metered taxi service unless a sealed and calibrated meter has been fitted to the relevant vehicle.
- (2) No meter must be fitted to a metered taxi unless:
- (a) the meter is manufactured according to SABS specifications;
 - (b) is certified to meet SABS standard SANS467 Ed.1; and
 - (c) the fitter and his or her facilities are accredited by the South African National Accreditation System (SANAS).
- (3) A meter must be designed so that it cannot be adjusted after being sealed.
- (4) No meter must be used unless it has been tested and sealed by an accredited laboratory contemplated in section 3(c) of the Standards Act, 1993 (Act No.29 of 1993), or another institution approved by the SABS in terms of that Act.
- (5) A metered taxi may not be used if the seal of a meter is broken or defaced until the meter is properly resealed and retested by an institution referred to in subregulation (4).
- (6) Where a maximum tariff has been prescribed, meters must be tested to ensure compliance with that tariff.
- (7) Meters must be fitted so that the recorded fare is visible to passengers.
- (8) The recorded fare must be illuminated after dark.
- (9) A meter must only be used in a vehicle for which it has been calibrated or programmed.
- (10) No changes are allowed in the engine, wiring or appearance of a motor vehicle that has been fitted with a calibrated and sealed meter, particularly pertaining to the appearance, type and size of tyres and rims.

(11) Where tyres being replaced are not exactly the same, in all respects then such vehicle must undergo a recalibration of the meter before assuming service.

(12) A meter may record extra fares if it has a separate indicator which displays the extra charges in a manner visible to passengers.

(13) Unless the fare is agreed before the journey begins under section 8 (5) of the Act, the driver of a metered taxi must set the meter in motion as soon as he or she arrives at the customer's starting point, and not sooner, and must stop the meter from recording immediately upon termination of the journey, but may charge for waiting time.

(14) A person who calls or sends a metered taxi without using it, must pay the estimated fare for the distance from the metered taxi rank to the customer address and for any waiting time that applies.

(15) Where an authorised officer suspects that a meter is not working properly, he or she must notify the driver or holder in writing to have the metered taxi inspected at a place and time specified in the notice.

(16) A person who fails to comply with this regulation commits an offence.

Provision of ranks by municipalities

12. (1) Municipalities in the Province must endeavour, within their financial resources, to supply sufficient ranks and holding areas for metered taxis in commercial and entertainment areas and areas of significance to tourism.

(2) Municipalities in the Province must-

- (a) undertake prompt enforcement action to ensure the efficient utilisation of ranks and holding areas and take action against unauthorised users;
- (b) provide clear signage for metered taxi ranks and holding areas in terms of the regulations promulgated under the Nation Road Traffic Act, to indicate, where

- applicable, that the ranks and holding areas may not be used by operators of other modes of transport;
- (c) where appropriate, impose requirements or enter into agreements with private developers of land to provide ranks and stopping places for metered taxis; and
 - (d) provide recommendations to the Board on the availability of ranking spaces where applications are referred to them under regulation 11(2) (b) of the Main Regulations.

Records of metered taxi services

13. (1) A metered taxi driver must keep a logbook containing at least the following information:

- (a) date and time passengers are picked up and dropped off for each journey;
- (b) number of passengers carried;
- (c) origin and destination of each passenger conveyed;
- (d) fare charged; and
- (e) number of kilometres travelled between point of origin and destination.

(2) The logbook must be kept in the metered taxi.

(3) The logbook must be in a form similar to Form 2 in Schedule

2.

(4) The holder must maintain all the logbook records for a period of five years after the establishment of each record.

(5) A holder must supply a municipality, transport authority or core city, the Board and the Registrar on demand with information from his or her logbook as requested, or with copies thereof, at the cost of the municipality, transport authority or core city, but where the Board and the Registrar so request, copies are to be supplied at the cost of the operator.

(6) Failure to comply with a provision of this regulation constitutes an offence.

Referral of applications concerning operating licenses to associations

14. (1) Where the Board or a TOLAB receives an application for the granting, renewal, amendment or transfer of an operating licence for a metered taxi service, it must refer the application to the relevant registered metered taxi association, if there is one, for comments and recommendations at the same time as the referral to the metropolitan transport forum in terms of Regulation 13 (1) of the Main Regulations;

(2) An association receiving a request under sub regulation (1) must respond within 21 days and include comments or recommendations as to the grading of the metered taxi service, but if it fails to do so within the specified time, the Board may process and finalise the application without such comments or recommendations.

(3) The Board must consider any comments or recommendations so received in terms of this regulation, but it is not bound to follow them.

PART B: REGISTRATION OF METERED TAXI ASSOCIATIONS, THEIR MEMBERS, AND NON-MEMBERS

Applications for registration of metered taxi associations and non-members, and annual registration fees.

15. (1) Application for registration of an association or non-member in respect of metered taxi services must be made on a form similar to Form 3 or 4 in Schedule 2 respectively, and submitted to the Registrar with the application fee set out in item 3 or 4 of Schedule 1.

(2) Information provided in response to each question in the application form must be given fully.

(3) On receiving an application an official of the Registrar's office must-

- (a) check that the application form has been fully completed and that all of the necessary accompanying documentation has been attached and the application fee, where applicable, has been paid; and
- (b) where the application is accompanied by the original identification document, registration certificate or any other original document, make a copy of such document or certificate and hand the original back to the person lodging the application and certify the copies to be true copies of the original.

(4) As soon as possible after receiving an application, but not later than 14 days after receiving it, the Registrar must-

- (a) Check that any document submitted with the application is valid and acceptable;
- (b) where applicable, verify the information submitted by the applicant by checking it against the Register;
- (c) enter the details of the application in the Register;
- (d) verify that the persons signing on behalf of the association are authorised to do so, by obtaining specimen signatures and resolution by the executive of the association;
- (e) verify that the registration number and other vehicle particulars provided on the application form are in accordance with the records in the eNaTIS, that the vehicle exists and is registered in the name of the member or non-member concerned and that a roadworthy certificate has been issued in respect of the vehicle; and

- (f) verify that the particulars of the operator provided on the application form for registration are consistent with the records in OLAS and RAS and that a valid permit or operating licence is held for the area concerned.
- (5) Where an application-
 - (a) is not properly completed;
 - (b) lacks any required information or documentation;
 - (c) is not accompanied by the required fees, or
 - (d) contains information that is inconsistent with OLAS, RAS or e-NaTIS,

the Registrar must inform the applicant of the missing information, required fees or such inconsistencies and refer the application back to the applicant for compliance with the requirements.

(6) Annual fees as set out in items 5 and 6 of Schedule 1 must be paid by associations and non-members respectively, within 30 days of the anniversary dates of initial registration and annually thereafter, failing which the registration of such association or non-member must be suspended until payment has been received.

(7) The Registrar must issue a notice of payment due of annual fees to associations and non-members 60 days before the due date.

Requirements for registration

16. (1) To be registered, a member of an association or non-member, must-

- (a) operate at least one vehicle;
- (b) be in possession of one or more relevant permits or operating licences;
- (c) be in possession of a roadworthy certificate for each vehicle operated; and

(d) have signed a statement that he or she is aware of and will abide by the relevant Code of Conduct set out in Schedule 3.

(2) To qualify for registration an association must have at least 30 members and must have been in existence for the minimum period as prescribed by the MEC.

(3) To qualify for registration, the association or non-member concerned must have provided all information, documents and fees required by the Act and relevant regulations to the Registrar.

(4) Where the verification process outlined in regulation 15 (4) (f) reveals inconsistencies, the Registrar may not register the association, members or non-members until the matter has been cleared up to the satisfaction of the Registrar.

Particulars of new members to be supplied to Registrar and Board

17. (1) Where the registered association has admitted a new member, it must supply the Registrar with the following particulars:

- (a) The name and identity number or passport number or business registration number;
- (b) particulars of permits and operating licences held by the member, namely the number thereof and vehicle to which the permit or operating licence relates and a copy of the permit or operating licence; and
- (c) particulars of the type of vehicle or vehicles that will be operated by the member.

(2) Where a registered association has provisionally admitted a new member who does not hold a valid operating licence, the association must supply to the Board the particulars set out in paragraphs (a) and (c) of

subregulation (1) which must be submitted with the member's application for an operating licence.

(3) If such a provisionally admitted member has paid a membership fee to the association, such fee must be refunded if that person's application for an operating licence has not been successful, subject to the deduction of the reasonable administrative costs for such provisional admission by the association.

Registration certificates

18. Registration certificates issued to associations, members and non- members must be in the form similar to Form 5, 6 or 7 in Schedule 2, respectively.

Register of Associations, Members and Non-Members

19. (1) The Registrar must establish and maintain a Register of associations, members and non-members in respect of metered taxi services.

(2) The Register must contain at least the following information regarding registered associations:

- (a) The name of the association;
- (b) postal address;
- (c) physical address
- (d) telephone number, and, if available, facsimile number and e-mail address;
- (e) the date the association was established;
- (f) number of operating members;
- (g) joining fee and annual membership fee;
- (h) name of secondary association to which the association is affiliated, if any;
- (i) date of affiliation, if applicable
- (j) ranking facilities;
- (k) particulars of each member, namely-

- (i) identity number, passport number or business registration number, name, postal address and physical address;
 - (ii) particulars of permits and operating licences held by each member; and
 - (iii) particulars of the vehicle or vehicles operated by each member, namely vehicle registration number, vehicle identification number, roadworthy certificate and the date of expiry of the roadworthy certificate.
- (l) the date of registration of the association;
 - (m) a list of names, identity or passport numbers, addresses and telephone numbers of the members of the executive committee of the association;
 - (n) a copy of the constitution and code of conduct of the association if the Minimum Standard Constitution has not been adopted by the association without any alterations; and
 - (o) an affidavit made by an authorised office bearer of the association stating that all members of the association in respect of whom application for registration is made hold valid permits or operating licences for each vehicle that the member operate and that the operations are legally within the authority of the permit or operating licences.

Withdrawal of certificate of registration

20. (1) Where an association's certificate of registration is withdrawn under any provision of the Act or General Regulations, it must surrender to the Registrar all registration certificates issued to it, and its members must surrender all registration certificates issued to them, for cancellation, but-

- (a) no such certificate may be withdrawn unless the parties concerned have been given 30 days notice to show cause to the Registrar why the withdrawal should not take place; and
- (b) where the Registrar is satisfied that any shortcoming or default can be rectified, he or she may allow a defaulting party a period not exceeding 30 days to do so and deliver proof thereof.

PART C: OTHER MATTERS

Offences and penalties

21. Any person who commits an offence in terms of these regulations is liable on conviction to a fine, or to imprisonment as prescribed in section 95 of the Act.

Transitional Arrangements

22. (1) After the date determined under regulation 2(1) all holders of permits or operating licences for metered taxi services must apply to the Board for the grading of their services in terms of regulation 2(1), by not later than a final date to be determined by MEC by notice in the Gazette.

(2) Where a vehicle referred to in subregulation (1) has not been submitted for grading within 21 days after the date determined in subregulation (1), the vehicle operating licence lapses.

Interpretation clause

23. In case of a discrepancy between these regulations and the Main regulations, these regulations will prevail in as much as they are related to metered taxi services.

Short title

24. (1) These regulations are called the Gauteng Provincial Metered Taxi Regulations, 2008 and come into operation on a date determined by the MEC by notice in the Gazette.

(2) Different parts or regulations of these regulations may be brought into effect on different dates or in respect of different areas.

Schedule 1 – Fees

Item	Section of Act	Regulation	Description	Fee
1.	8 (3)	2 (7)	Application for grading	R200.00
2.	21 (1) (u)	7 (4)	Application for metered taxi driver identification card	R150.00
3.	78	15 (1)	Application for registration of an association	R1000.00
4.	79	15 (1)	Application for registration of a non-member	R200.00
5.	21 (1) (dd)	15 (6)	Annual registration fee for associations	R1000.00
6.	21 (1) (dd)	15 (6)	Annual registration fee for non-member	R200.00

Schedule 2 – Forms

- Form 1: Application for grading of a metered taxi-service
- Form 2: Proforma logbook to be completed by drivers of metered taxis
- Form 3: Application for registration of a metered taxi association
- Form 4: Application for registration of a non-member (metered taxi)
- Form 5: Certificate of registration of a metered taxi association
- Form 6: Certificate of registration of a member of a metered taxi association
- Form 7: Certificate of registration of a non-member (metered taxi)
- Form 8: Application for metered taxi driver identification card

SCHEDULE 2: FORM 1: Page 1 of 2



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001
(ACT NO. 7 OF 2001)

FORM 1: APPLICATION FOR GRADING OF METERED TAXI SERVICES

Document Reference Number

PARTICULARS OF OWNER

Full Names _____

Initials _____

Surname _____

ID / Passport Numbers _____

Street Address _____

Postal Address _____

Telephone Number _____

Mobile Phone Number _____

E-Mail Address _____

Fax Number _____

Fax – Email Number _____

**(Attach certified copy of Owner ID or Passport or Company Registration Documents &
Proof of Residence, and Vehicle Registration Documents)**



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001
(ACT NO. 7 OF 2001)

FORM 1: APPLICATION FOR GRADING OF METERED TAXI SERVICES

Document Reference Number

PARTICULARS OF VEHICLE

Vehicle Age _____

Date of First Registration _____

Current Grading (if any) _____

ID / Passport Numbers _____

Grading Applied For

A	B	C
---	---	---

Vehicle Registration Numbers _____

VIN Numbers _____

Odometer Reading _____

Engine Numbers _____

Vehicle Make _____

Seating Capacity _____

Alterations Done _____

Accident Records _____

Insurance Details _____

Operating Licence Particulars _____

**(Attach certified copy of Owner ID or Passport or Company Registration Documents &
Proof of Residence, and Vehicle Registration Documents)**



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

FORM 2: PROFORMA LOGBOOK TO BE COMPLETED BY DRIVERS OF METERED TAXIS

OPERATOR NAME: _____

DATE: _____

NAME OF DRIVER: _____

VEHICLE REGISTRATION NO: _____

NUMBER OF PASSENGERS	DEPARTURE TIME	ARRIVAL TIME	ORIGIN	DESTINATION	KILOMETRES TRAVELLED	ODOMETER READING	FARE CHARGED	SIGNATURE



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS
GAUTENG PUBLICPASSENGERROAD TRANSPORT ACT, 2001 (ACT NO. 7 OF 2001)

FORM 3: ANNEXURE 2: APPLICATION FORM FOR REGISTRATION OF AN ASSOCIATION

Abbreviated association name

[This Annexure to be Completed for each Member]

PARTICULARS OF MEMBER

Type of Member	Owner/Driver	Owner single vehicle	Owner multiple vehicles	Other [Specify]
Identity number/Business Registration number	<input type="text"/>			
Trade Name (if any)	<input type="text"/>			
Surname/Name of body of person	<input type="text"/>			
Initials	<input type="text"/>			
Postal Address	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>		Postal Code	<input type="text"/>
Street Address (if different from postal)	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>		Postal Code	<input type="text"/>

FOR OFFICE USE ONLY

Date of data entry	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	File number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member's Registration no issued by Registrar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PARTICULARS OF VEHICLES WITH VALID OPERATING LICENCES

To be filled in by member

Vehicle Registration number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of Vehicle	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Chassis number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating licence number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorised Departure point	<input type="text"/>															

SCHEDULE 2: FORM 3: Page 2 of 2

PARTICULARS OF ADMINISTRATIVE OFFICER (If applicable)

Type of identification: RSA ID ☐ Passport ☐ Other (specify)

ID number/Passport number

Surname and Initials

DEFINED AREA FOR PICKING UP PASSENGERS

Abbreviated association name

Type of Grades

A	B	C
---	---	---

Description of Departure Point

Departure from

Origin rank and address

AREAS SERVICED BY THE ASSOCIATION:

DECLARATION

I,
Full names of signatory

The chairperson/administration officer, declares that every member of this association holds an appropriate operating licence or permit on each vehicle by means of which the member operates a public passenger road transport service; operates the service to which the operating licence or permit relates in compliance with the terms of, the authorization conferred by the operating licence or permit; has subscribed to the Constitution attached hereto. I declare further that all of the particulars furnished by me in this form are true and correct

I,
Full names of signatory

The chairperson/administration officer, hereby submits the attached Constitution in fulfillment of the required of section 78 of the Act for registration.



**DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS
GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001
(ACT NO 7 OF 2001) THE ACT**



FORM 4: APPLICATION FOR REGISTRATION AS A NON-MEMBER: (SECTION 79 (2) OF THE ACT)

Document Reference number

PARTICULARS OF OPERATOR

Type of Member	Owner/Driver	Owner single vehicle	Owner multiple vehicles	Other [Specify]
Identity number/Business Registration number	<div style="display: flex; border: 1px solid black;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>			
Trade Name (if any)	<div style="border: 1px solid black; height: 20px;"></div>			
Surname/Name of Juristic person	<div style="border: 1px solid black; height: 20px;"></div>			
Initials	<div style="border: 1px solid black; height: 20px;"></div>			
Postal Address	<div style="border: 1px solid black; height: 20px;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 300px; height: 20px;"></div> <div>Postal Code</div> <div style="display: flex; border: 1px solid black;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div>			
Street Address (if different From postal address)	<div style="border: 1px solid black; height: 20px;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 300px; height: 20px;"></div> <div>Postal Code</div> <div style="display: flex; border: 1px solid black;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div>			
Telephone number	<div style="display: flex; border: 1px solid black;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		Code	<div style="display: flex; border: 1px solid black;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
Fax number	<div style="display: flex; border: 1px solid black;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		Code	<div style="display: flex; border: 1px solid black;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
E-mail address	<div style="border: 1px solid black; height: 20px;"></div>			

DECLARATION BY NON-MEMBER

I, _____ declare that all of the particulars furnished by me in this form are true and correct. I declare that I subscribe to and agree to be bound by the prescribed Code of Conduct, a copy of which is in my possession.

Note: The Code of Conduct is obtainable from the Registrar.

Signature

Dati

Place

FOR OFFICE USE ONLY

[illegible]

SCHEDULE 2: FORM 4: Page 2 of 2

PARTICULARS OF VEHICLE OPERATION LICENCE/PERMIT

(To be filled in by non-member)

Type of service

Metered taxi-type

Vehicle Registration number

--	--	--	--	--	--	--	--	--

Type of vehicle

Motor car

Minibus

Chassis number

[illegible]

Operating licence/permit number

[illegible]

Vehicle identification number (VIN)

[illegible]

Authorised departure point

Expiry date of roadworthy certificate

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Detailed description of areas serviced-

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[Detail of other vehicles/operating licences/permits to be provided on a separate sheet]

(To be filled in by representative of Operating Licence Board)

1,

the representative of the Board, declare that the operating licence/permit details provided are/are not correct. This operating licence/permit has/has not been issued in terms of the requirements of the Act and other relevant legislation.

Official Stamp

SCHEDULE 2: FORM 5: Page 1 of 1



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

REGISTRATION CERTIFICATE OF A METERED TAXI ASSOCIATION

GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001

(ACT NO. 7 OF 2001) Section 66 (1)

A registration certificate is hereby granted to

(Name of association)

The name of the association was entered into the register on _____

Identity number / business registration number_____
Registration number

Date of issue
(Official stamp)

Signature of Registrar

SCHEDULE 2: FORM 6: Page 1 of 1



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

**REGISTRATION CERTIFICATE OF A MEMBER OF A METERED TAXI
ASSOCIATION**

GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001

(ACT NO. 7 OF 2001) Section 66(1)

A registration certificate is hereby granted to

(Name of member of association)

The name of the member of the association was entered into the register on _____

Identity number / business registration number

Registration number

Date of issue
(Official stamp)

Signature of Registrar

SCHEDULE 2: FORM 7: Page 1 of 1



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

REGISTRATION CERTIFICATE OF A NON-MEMBER (METERED TAXI)

GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001

(ACT NO. 7 OF 2001) Section 66 (1)

A registration certificate is hereby granted to

(Name of non-member)

The name of the non-member was entered into the register on

Identity number / business registration number

Registration number

Date of issue
(Official stamp)

Signature of Registrar

SCHEDULE 2: FORM 8: Page 1 of 4



DEPARTMENT OF PUBLIC TRANSPORT, ROADS AND WORKS

GAUTENG PUBLIC PASSENGER ROAD TRANSPORT ACT, 2001
(ACT NO. 7 OF 2001)

FORM 8: APPLICATION FOR METERED TAXI DRIVER IDENTIFICATION CARD
(Section 21 (1) (u) of the Act)

Document Reference Number

PARTICULARS OF DRIVER

Full Names

Initials

Surname

ID / Passport Numbers

Street Address

Postal Address

Telephone Number

Mobile Phone Number

E-Mail Address

Fax Number

Fax – Email Number

(Attach certified copy of ID or Passport & Proof of Residence)



FORM 8: APPLICATION FOR METERED TAXI DRIVER IDENTIFICATION CARD
(Section 21 (1) (u) of the Act)

PARTICULARS OF DRIVER'S LICENCE

Type (South African OR International) _____

Code _____

Date of First Issue _____

Date of Expiry _____

Centre of Issue _____

Suspension Date _____

Reason for Suspension _____

Endorsements _____

Reasons for Endorsements _____

(Attach certified copy of licence)

SCHEDULE 2: FORM 8: Page 3 of 4



FORM 8: APPLICATION FOR METERED TAXI DRIVER IDENTIFICATION CARD
(Section 21 (1) (u) of the Act)

PARTICULARS OF PROFESSIONAL DRIVING PERMIT

Date of Issue _____

Expiry Date _____

Name of Holder _____

Identity Numbers _____

Category Type _____

Centre of Issue _____

Have You Ever Been Refused PDP? ☐ YES ☐ NO

If Yes, Give Reasons _____

Was Your PDP Ever Suspended ☐ YES ☐ NO

If Yes please Give Reasons:



FORM 8: APPLICATION FOR METERED TAXI DRIVER IDENTIFICATION CARD
(Section 21 (1) (u) of the Act)

PARTICULARS OF THE EMPLOYER / OPERATOR

Full Names _____

Initials _____

Surname / Name of Juristic Person _____

ID Number / Passport Number _____

ID /Business Registration Number _____

Street Address _____

Postal Address _____

Telephone Number _____

Mobile Phone Number _____

E-Mail Address _____

Website Address _____

Fax Number _____

Fax – Email Number _____

(Please attach copy of permit / operating licence for vehicle to be driven)