

Scheduled Operation (Long Distance Route)

Overview

- Issued to operators who provide transport services on long routes for hire or reward. Operator will have to follow the approved timeslots.
- Please note that non compliance to permit conditions will lead to charges and or revocation of permit.

Who is eligible?

Any locally-registered business, citizen or resident that is the owner of a passenger vehicle with a permit.

How do I get this service?

- Download and complete [Form RTS 1 - Application for Initial Grand or Amendment or Renewal of Road Transport Permit](#) and submit supporting documents to the Registration and Licensing Officer at any Department of Road Transport and Safety permit-issuing office for approval.
- Pay the application fee of BWP130.00 to the Registration and licensing officer.
- First-time applicants attend a Transport advisory board hearing at the appointed time. It is at this point that the decision would be made.
- Approved first-time applicants and renewal applicants must take the vehicle to the Transport Inspectors for inspection.
- If inspection is failed, applicants must comply with Inspector's instructions to rectify any vehicle issues that may have caused the failure and reapply.
- Applicants' whose vehicles pass the inspection are issued inspection certificates.
- Submit Inspection certificate and all of the other supporting documents to the Registration and licensing officer and pay permit fee.
- Once fee is paid, the permit would be issued.

What supporting documents are required?

- Certified copy of valid national Identity document (Omang).
- Copy of the vehicle's registration document (blue book).
- Copy of vehicle's valid Roadworthiness Certificate (at the point of certificate collection).
- Vehicle Inspection Certificate (only if permit application is approved by the board).
- Copy of Certificate of Incorporation (companies).
- Copy of one director's National ID (companies).
- Copy of Shareholder's Certificates (companies).
- Copy of business proposal (for new applicants).
- Expired permit (renewals).
- Expired token (renewals).

How long will this service take?

39 working days (waiting period for new application approval).

Permit renewal (immediate over the counter) upon submission of all the required documents.

How much does it cost?

Type	Normal Fee	Transfer	Transfer	Substitution	Route (Trip) Variation
Mini Bus	BWP 299	BWP 520	BWP 520	BWP 520	BWP195
Bus	BWP 403	BWP520	BWP 520	BWP 520	BWP195

Note: reinstatement of a permit – passenger: The Controller may, subject to payment of BWP2500.00, reinstate a permit provided that the time slots of the same permit, in the case of scheduled routes, are still vacant.

- Appeals Fee BWP200.00
- Duplicate documents (permit and token) BWP325.00
- Penalty for late renewal BWP26.00 per day excluding public holidays and weekends
- Penalty for failure to observe departure and arrival time schedule
- First offence BWP1000.00
- Second offence BWP1500.00
- Third offence BWP2000.00 or fine and suspension of permit for not more than 12 months

Offences			
Offence	First Time	Second Time	Third and Subsequent
• Covering PSV in an un-authorised colour	BWP400.00	BWP800.00	BWP1040.00
• Selling or disposing of vehicle without authority	BWP400.00	BWP1000.00	BWP1300.00
• Overloading	BWP400.00	BWP1000.00	BWP1300.00
• Touting	BWP400.00	BWP800.00	BWP1040.00
• Overcharging passenger fare	BWP400.00	BWP800.00	BWP1200.00
• Crew misbehaviour	BWP400.00	BWP800.00	BWP1200.00

• Failure to adhere to Permit conditions	BWP400.00	BWP800.00	BWP1040.00
• Private vehicle used as PSV without appropriate permit	BWP1500.00	BWP3000.00	BWP3500.00
• A conductor/driver without a badge/uniform/ name tag	BWP400.00	BWP800.00	BWP1040.00
• Loss of customer bag/ belongings	BWP200.00	BWP400.00	BWP600.00
• Plying wrong route	BWP400.00	BWP800.00	BWP1040.00

Where can I obtain this service?

Department of Road Transport and Safety Offices - Permit issuing offices

- Gaborone Old Supplies Office
- Francistown
- Ghanzi
- Lobatse
- Kanye
- Molepolole
- Mahalapye
- Tsabong
- Kasane
- Maun
- Selebi Phikwe
- Serowe
- Palapye

Opening hours are from 07:30 to 16:30, Monday to Friday, except public holidays.

Where can I get more information on this Service

Department of Road Transport and Safety

Tshomarelo House

Botswana Savings Bank Building

Private Bag 0054

Gaborone

Botswana

Tel. (267) 368-8600

Fax.(267) 397-1117/1114

Email: mtcpro@gov.bw