

Driving Instructor Certification

Overview

The driving instructor's certificate is for individuals who want to train as trainers to learner drivers. Certificate issued must be renewed annually, ideally within a 3-months before expiry.

Who is eligible?

All citizens and residents, who meet the below criteria may apply for a Driving Instructor Certificate:

- At least 21 years of age.
- The holder of a valid Botswana driving licence, for the desired class, for a minimum of 2 years.
- The holder of a valid Class B instructor's certificate (applicants for group 2 motor vehicles (C1, C, EC1, EC, and PrDP). C1, C, EC1, & EC are heavy motor vehicles with a gross vehicle mass of more than 3500 kg.
- A holder of a minimum of Junior Secondary Certificate in Education (JSCE) or equivalent.

How do I get this service?

- Visit any of the driver trainers at the DRTS head office to register to enroll for the driving instructors' training course.
- Enrolled candidates will be contacted prior to course commencement to complete the [DL 1 – Botswana Driving Licence Application form](#), and [DL 31 – Health declaration form](#), the forms are available at the Enquiries Desk at any of the offices of the Department of Road Transport & Safety.
- Go to the eye screening office for eye examination.
- Applicants with eyesight challenges, the Registration and Licensing Officer would refer them to be seen by an external eye specialist for further testing. Only after the external eye specialist recommends that the driving licence application process be continued should the applicants return to the Registration and Licensing Officer with the results and recommendations
- Submit completed documents to the Registration and licensing Officer.
- Attend the courses, according to the provided schedule, after which you will have to go through Theory and Practical test.
- Visit the Licensing and Registration Office at the DRTS Offices in Fairgrounds, Gold valley in Francistown and Maru-a-pula (Gaborone VTS), pay theory fees, and book theory test.
- Undergo theory test at given date.
- Once successful, re-visit the Licensing & Registration Office to pay for and book practical driving test. Please note that practical tests may be booked, paid for and undertaken only at the offices in Francistown

(VTS), Gantsi, Lobatse, Mahalapye, Maru-a-pula (VTS) in Gaborone, Mochudi, Molepolole, Palapye only.

- Undergo practical test at given date.
- After passing all the tests, present all test results and documentation to the nearest Registration and Licensing office for payment of first issuance of the driving instructor's certificate.

What supporting documents are required?

- Certified copies of valid national identity card (Omang) - (Citizens)
- Certified copies of valid passport (Non-citizens)
- Certified copies of exemption certificate / Residence permit, certified by the Department of Immigration (non-citizens)
- Certified copy of work permit, certified by the Department of Labour (non-citizens)
- Police-certified copy of a minimum Junior Secondary Certificate in Education (JSCE) or equivalent education certificate (first time applicants only)

How long will this service take?

One (1) month.

How much does it cost?

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| Driving instructor certificate (first issue) | BWP 338.00 |
| Renewal | BWP 130.00 |
| Duplicate | BWP65.00 |
| Driving school permit | BWP 390.00 |
| Renewal of driving school permit | BWP 260.00 |
| Search fees | BWP 65.00 |
| Driver training fees (instructor) – (Theory) | BWP 260.00 |
| Driver training fees (instructor) – (Practical (yard and road) | BWP 365.00 |

Where can I obtain this service?

Driving Schools Academy-Department of Road Transport and Safety

3rd floor, Tshomarelo house,
Botswana Savings Bank Building
BBS Mall, Broadhurst, Gaborone

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

Where can I get more information on this Service

Driving School Academy
Department of Road Transport and Safety
3rd floor, Tshomarelo house,
Botswana Savings Bank Building
BBS Mall, Broadhurst, Gaborone

Private Bag 0054

Gaborone

Botswana

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