

# Obtaining a Public Transport Permit

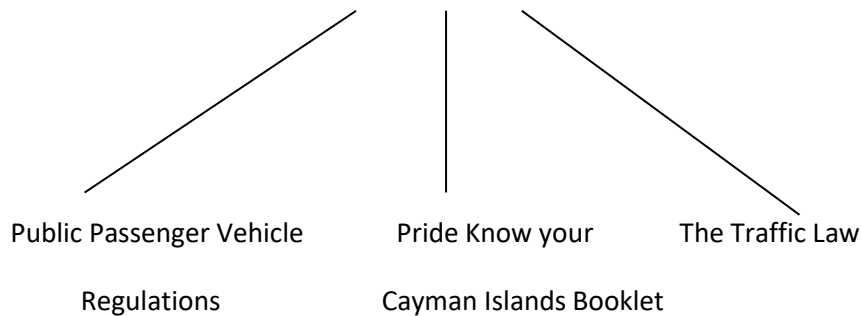
## Step 1

Attend the Public Transport Unit to collect a payment slip for a general knowledge test

Carry the payment slip to Department of vehicles and licensing to pay for the test, which takes place at the Public Transport Unit.

## Step 2 – The Study Material

Study for the General Knowledge Test



## Step 3 – The Test

Take the general Knowledge test is a generated test based on one of the 6 categories of your choice. It is based off of the three study booklets listed above as well as general mathematical calculations.

The test takes place in the conference room at the department every Tuesday and Thursday at 10:30am and is one hour in duration.

Once you have past the examination you will be called and given the opportunity to come in and collect an application form for your selected category.

If you are not successful steps one to three is repeated until you are successful.

## Step 4 – The Application Form

There are 6 categories of which one can apply with. However, there are some general requirements. All persons applying for a public transport permit must be 21 years of age. All Operators must be **Caymanian**. All Drivers must **provide either a work permit or that they have permanent residence with rights to work if not Caymanian**.

Along with the application, Applicants must include the following with their application.

- Criminal Record – This can be obtained from the traffic record department on Walker’s Road (If you are a foreign national and submitting a criminal record it must clearly identify the offence/s offences if you have a notation stating that you have a conviction.)
- Traffic Record – This can be obtained from the traffic record department on walker’s Road only if you have been a resident of the Cayman Islands for 6 months. Others you will have to produce a traffic record from your country of origin. Same as criminal offence, if a conviction is mentioned the type of offence must be listed on the Traffic Record.)
- Medical Form – This form is page 3-4 of your application form. Applicant must sign authorization to release medical
- Urine Test – Must be done at the George Town Hospital
- Proof of Immigration status. Caymanian by birth. Birth Certificate. Caymanian by status, status grant certificate.
- Residents with rights to work (Provide Certificate for drivers only)
- Work Permit Holder (Provide work permit or immigration receipt along with an approval letter) non-Caymanian you will have to pay a seating capacity application fee as listed below; payment slip to pay for your Photo ID and if you are a
  - (0-9 Passengers) - \$75.00
  - (10-25 Passengers) - \$100.00
  - (26 Passengers or more) - \$125.00
- One (1) full face photograph 2”x 3’
- A covering letter – support your application outlining your business proposal.
- Two reference letters
- Valid Driver’s License
- Person over 70 year of age driving certificate from DVDL
- Description of vehicle proposed to be used including make, model, seating capacity and picture if available.
- Trade & Business License (Employers)
- Information From NWDA (Employers must provide for applicants applying with work permits)

### **Step 5: The Board**

After completion and submission, your application will then be submitted to the Public Transport Board to be reviewed and a decision would be made. After deliberation a letter will be drafted and signed by the chair person and you will be called in or the letter will be mailed to the addressed listed on the application form.

### **Step 6:**

#### **Decision**

- (1) Approval under relevant Law/s and regulation with specified conditions.**
- (2) Deferral pending additional information relevant law/s and regulations.**
- (3) Refusal under relevant Law/s and regulations.**
- (4) Miscellaneous- FYI acknowledgement, approval, deferral, refusal. Seek additional Information. Invite guest, action item etc**

Once all is paid you will be set up for an orientation date where you will be given all the necessary information about protocol and attire and how to conduct oneself.

You will then receive a (Request to register Public Transport Vehicle) form. You will carry this form along with your approval letter to licensing and insurance this will allow you to register your vehicle as Taxi. Tour, etc.

After you have registered your bus you will need to return to the Public Transport Unit, in uniform with the correct plates along with your vehicle for it to be inspected by a PT Officer. A photo of you will be taken next to your vehicle and you will be entered into the system. You will be given your ID after it has passed inspection and you will then be able to operate your business.

