

# Obtaining a Public Transport Permit

## Step 1 – Booking and Paying for General Knowledge Test

Visit the Public Transport Unit to book a time for a general knowledge test and collect a payment slip for one of the six categories: **Taxi, Tour Bus, Omnibus, School Bus, Watersports, and Limousine.**

Carry the payment slip to Department of Vehicles and Licensing to pay for the test ONLY.

All Test takes place at the Public Transport Unit.

## Step 2 – Obtain Study Material

Study for the General Knowledge Test

Public Passenger Vehicle Regulations	PRIDE Know Your Cayman Islands Booklet	The Traffic Law
Obtain from ???	Obtain from Department of Tourism	Obtain from <a href="http://www.gov.ky/portal/page/portal/gazhome">http://www.gov.ky/portal/page/portal/gazhome</a>

## Step 3 – Taking General Knowledge Test

The test taken will be determined by the vehicle category you have chosen.

Consist of information from the study materials listed in step 2 and general mathematical calculations.

Test are held every **Tuesday and Thursday** at 10:30am and is **one hour in duration.**

Test results will be provided within 2 business days of siting.

Those who passed the test can complete an application form for the chosen 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; for your Photo ID.
  - (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**
- Trade & Business License (**Employers**)
- Information From NWDA if applicable

### **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 receive an appointment for an orientation date where you will be given all the necessary information about protocol and attire and how to conduct yourself.

You will then be required to bring your vehicle to the Public Transport Unit for an inspection along with all relevant documents

You will then receive a (Request to register Public Transport Vehicle) form. Please carry this form along with your approval letter and relevant documents to the Department of Vehicle and Drivers License to register your vehicle in the category specified in your approval letter.

After you have registered your vehicle you will need to return to the Public Transport Unit, in uniform to take a photo with your vehicle and documentation to update your file and have an ID created. You will be notified when you can collect your ID. Once you have received your ID you will then be able to operate your business.

