



# GOVERNMENT OF BERMUDA

## MINISTRY OF TRANSPORT

### PATI Information Statement

**Name of Public Authority:** Transport Control Department

**Introduction:**

TCD has an information statement to provide the public with the right to obtain access to information, to increase transparency, and to inform the public about the activities of TCD, including the manner in which decisions are made. The goal of this information statement is to advise the public of the process and information required to license and register all vehicles on the road. It is also aimed at providing the methodology used in the decision making for requests that appear before the Public Service Vehicle Licensing Board and the Trucks Advisory Committee.

This statement comprises:

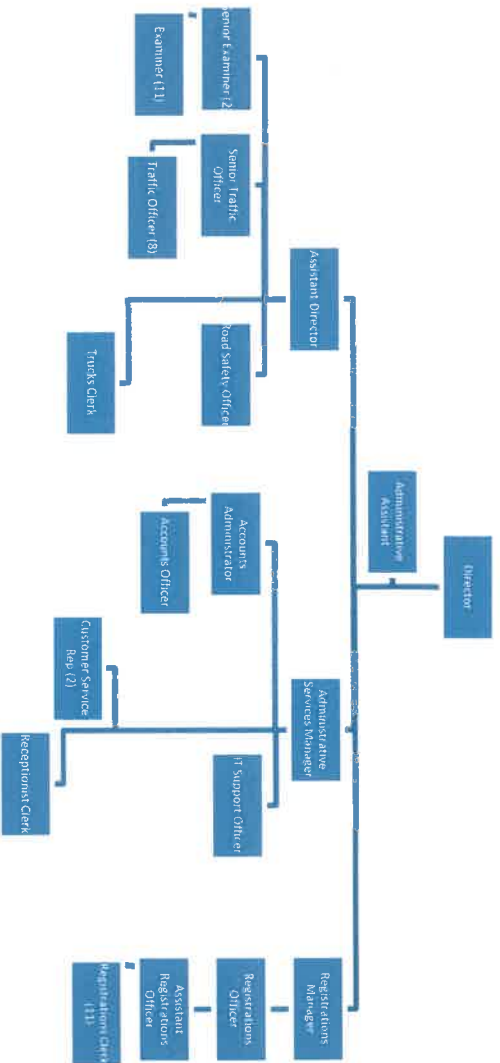
1. the organizational structure of TCD and the governing legislation;
2. a list and description of the Boards and Committees that function under the umbrella of TCD;
3. the functions, powers, duties and obligations;
4. a summary of services provided;
5. the classes of records held;
6. a list of the administrative manuals;
7. an account of the policies, rules and guidelines used for decision-making; and
8. Contact information for anyone wishing to access information from the Department.

Personal and business information will not be provided to anyone that is not the authorized contact.

**Section A: Structure, Organization and Legislation [s5(1)a]**

TCD was established under the former Motor Car Act 1943 which was replaced with the Motor Car Act 1951 and is the Government Department responsible for the administration and operation of all motor vehicles on the roads of Bermuda.

## ORGANIZATIONAL CHART



### Legislation:

1. Auxiliary Bicycle Liveries (Protective Headgear) Regulations 1976
2. Auxiliary Bicycles (Construction, Equipment and Use) Regulations 1955
3. Auxiliary Bicycles (Examination, Licensing and Registration) Regulations 1955
4. Auxiliary Bicycles Act 1954
5. Cycles Act 1955
6. Driving Instructors (Licensing) Regulations 1965
7. Motor Car (Construction, Equipment and Use) Regulations 1952
8. Motor Car (Control of Design, Colour and Advertising Matter) Regulations 1952
9. Motor Car (Drivers' Licenses) Regulations 1952
10. Motor Car (Examination, Licensing and Registration) Regulations 1952
11. Motor Car (Minicar) Regulations 2017
12. Motor Car (Seat Belts) Regulations 2003
13. Motor Car (Tour Quadricycles) Regulations 2018
14. Motor Car Act 1951
15. Motor Car Insurance (Third-Party Risks) Act 1943
16. Motor Car Insurance (Third-Party Risks) Regulations 1948
17. Motor Taxi (Radio Despatching Service) Regulation 1987
18. Motor Taxi (Special Permits) Act 1970
19. Motor Taxi Regulations 1952
20. Motor Cycles and Auxiliary Bicycles (Special Measures of Control) Act 1953
21. Parking Notice (Amount of Penalty) Order 1988
22. Parking of Vehicles (Designated Areas) Act 1973
23. Public Carriage (Equipment, Licenses, etc.) Regulations 1950
24. Public Carriage (Operations and Conditions of Hire) Regulations 1950)
25. Public Carriage Act 1949

26. Public Garage and Filling Station Regulations 1952
27. Road Traffic (Approved Instrument) Order 1995
28. Road Traffic (Pitt's Bay) (Parking) Order 1951
29. Road Traffic (Prohibition of Use of Road) Order 1981
30. Road Traffic (Use of Tracked Vehicles) Order 1960
31. Road Traffic (Western Section of the Railway Path) Order 1955
32. Road Traffic Act 1947
33. Traffic Offences (Form of Ticket) Regulations 1975
34. Traffic Offences (Penalties) Act 1976
35. Traffic Offences Procedure (Specified Penalties) Notice 1988
36. Traffic Offences Procedure (Specified Penalties) Notice 1991
37. Traffic Offences Procedure Act 1974

### **Boards and Committees**

#### **The Public Service Vehicle Licensing Board (The Board or PSVLB)**

The Public Service Vehicle Licensing Board is a Statutory Board established under the Section 28(1) of the Motor Car Act 1951. The PSVLB, as it is more commonly known, is responsible for the regulation of all taxis, horse carriages, mini buses and airport limousines and limousines.

**Chair: Roy Wright**

**Deputy Chair: Hon. Neville Tyrell, MP**

Mr. David Frost  
 Mr. Gavin Black  
 Mr. Ronue Cann  
 Mr. David Burgess  
 Mr. Ivan Smith  
 Mr. Martin Johnson  
 Ms. Janet Smith Bradshaw  
 Mrs. Leleath Bailey

#### **The Road Safety Council**

The Road Safety Council is responsible for the promotion of road safety on Bermuda's roads and to make recommendations to the Minister for legislative changes to effect the same.

**Chair: Dennis Lister III**

Mr. Dante Cooper  
 Mr. Marcus George  
 Mr. Raymond Santucci  
 Ms. Shantia Tankard  
 Ms. Alexa Lightbourne  
 Ms. Roxanne Christopher  
 Ms. Zakkiyah Daniels  
 Ex-Officio - Bermuda Fire Service Representative  
 Ex-Officio – Bermuda Police Service Representative  
 Ex-Officio – Bermuda Police Service Support Dept. Chief Inspector  
 Ex-Officio - Corporation of Hamilton Representative  
 Ex-Officio – Dept. of Works and Engineering, Highways Division Representative,  
 Ex-Officio - TCD Road Safety Officer

**Mission**  
“To assure the safety of all road users”

**Vision**  
“Efficient Service, Timely Responses, Informed Customers”

**Section B: 1) Functions, powers, duties of the Authority [s5(1)b]**

TCD administers the operation of all motor vehicles on the roads of Bermuda. The Department monitors and regulates the size, functionality, physical condition, and quantity of all vehicles by carrying out the following activities:

- Overseeing the management of the Safety and Emissions Inspection Programme, which is currently contracted to the Bermuda Emissions Control Ltd.;
- Administering the registration and licensing of all motor vehicles;
- Executing the examination, registration and licensing of all drivers;
- Regulating traffic by monitoring drivers and motor vehicles, and;
- Implementing road safety programmes.

Periodically, the Department inspects public garages, filling stations; impound yards, and cycle liveries to ensure compliance to permits. TCD issues special permits, such as: one day permits, which allow one to drive an unlicensed motor vehicle upon application for the same.

**Section B: 2) Obligations under PATI Act [s5(1)b]**

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act

- To train staff and make arrangements so as to facilitate compliance with the Act [s61]
- To designate one of its officers to be the person to whom requests are directed [s62]

### Section C: Services and Programmes [s5(1)c]

#### Summary of Services

1. Registering Vehicles
2. Licensing Vehicles
  - a. Cars
    - i. Application for a Driver's license or a Learner's Permit
    - ii. Application to License a Private Car/Assessment Form
    - iii. Vehicle Registration Form
    - iv. Application for Personalized Plates
  - b. Cycles
    - i. Application to License a Cycle
  - c. Trucks
    - i. Application to operate Trucks, Tractors, Trailers etc.
    - ii. Application for a Public Service Vehicle license
  - d. Taxis
    - i. Application to operate a Motor Taxi
    - ii. Application for a Taxi Permit
    - iii. Application for a Public Service Vehicle license

#### Rates and Fees

TCD accepts cash, Master Card and Visa. Please be advised that there are no ATMs at any of the TCD Locations.

#### DRIVER'S LICENCE FEES

Fee Description	Fee
Learners Permit	\$27.00
Ten Years Drivers Licence (86 cents Monthly)	\$121.20
Five Years Drivers Licence (65 - 75 Years)	FREE
Two Years Drivers Licence (Over 75 Years)	FREE
Duplicate Drivers Licence	\$35.00
Temporary Drivers Licence	\$17.91
Three Year Public Service Vehicle Licence	\$82.56
Driving Instructor Licence	\$121.00
Taxi Badge	\$26.00
Carriage Operator Licence	\$113.56

## EXAMINATION FEES

Exam Type	Fee
Examination of 2 Wheel Vehicles	\$38.00
Examination of 4 Wheel Vehicles	\$54.00
Examination for Driving Instructor	\$121.00

### ANNUAL VEHICLE REGISTRATION FEES (excluding examination fee)

Auxiliary Cycle	Fee
Privately Owned	\$62.05
Livery	\$83.95

Motor Cycles	Fee
Up to 100cc	\$91.08
101cc to 125cc	\$99.00
126cc to 150cc	\$158.04

Private Cars	Fee
Class A	\$304.08
Class B	\$418.08
Class C	\$592.08
Class D	\$730.08
Class E	\$1,022.04
Class F	\$1,184.04
Class G	\$1,317.08
Class H	\$1,678.08
<b>Motor Taxis</b>	<b>\$328.08</b>

Trucks	Fee
Light	\$928.08
Intermediate	\$1,236.00
Heavy A	\$1,650.00
Heavy B	\$1,962.00
Heavy C	\$2,380.32
Heavy X	\$2,700.00

### Vehicle Safety and Emissions Inspection Programme

TCD is now examining motor vehicles. There are two satellite inspection centers that only inspect four wheeled vehicles: private cars, light trucks, intermediate trucks and HA heavy trucks.

**North Street Testing Center**

11 North Street, Hamilton HM17, Bermuda  
Open Hours from Monday through Friday 8:00 a.m. to 4:30 p.m.

### **Satellite Testing Centers**

#### **The Rockaway Satellite Inspection Center**

10 Sea Express Lane, Southampton SB02  
(near to the Rockaway Ferry Terminal in Southampton).  
Open Hours from Monday through Friday 8:30 a.m. to 4:30 p.m.  
Closed for lunch 12:45pm to 2:00pm

#### **The Southside Satellite Inspection Center**

Waller's Point Road, St. David's DD03  
(near Southside Industrial Park).  
Open Hours from Monday through Friday 8:30 a.m. to 4:30 p.m.  
Closed for lunch 12:45pm to 2:00pm

Call Transport Control Department at 292-1271 for vehicle test appointments

#### **Transport Control Department**

Open from Monday through Friday 8:30 a.m. to 4:30 p.m.

### **Section D: Records and documents held [s5(1)d]**

1. Motor Car Registry
2. Motor Cycle Registry
3. Auxiliary Cycle Registry

### **Section E: Administration (all public access) manuals [s5(1)e]**

#### **Guides and Publications**

1. TCD Guide to Selling your Car
2. TCD Guide to Private Car Inspection
3. TCD Guide to Tinted Windows
4. TCD Guide to Vehicle Disposal
5. TCD Guide to Cycle Inspection
6. TCD Guide to eTCD online Scheduling and Payments
7. TCD Guide to Senior Citizens Renewing their License

8. TCD Guide to Applying for a Commercial License
9. TCD Guide to Applying for Personalized Plates
10. Vehicle Dimensions
11. Riding Exam Requirements
12. Rental Truck Guidelines
13. Motorcycle Importation Requirements
14. Truck Lettering Requirements
15. Taxi Importation Requirements
16. Private Car Importation Requirements
17. Traffic Code Handbook
18. Handbook on Public Service Vehicles
19. Heavy Truck & Tractor Trailer Booklet

**Section F: Decision-making documents [55(1)g]**

- Government of Bermuda Conditions of Employment and Code of Conduct
- Collective Bargaining Agreement between the Government of Bermuda and the BPSU
- Collective Bargaining Agreement between the Government of Bermuda and the BIU
- Dignity at Work Policy and Complaints Procedures

**Section G: The Information officer [55(1)g]**

**Contact Information**

All requests for information should be sent to:

Lavette Ford-Durrant  
 11 North Street, Hamilton HM17, Bermuda  
 P.O. Box HM718 Hamilton HM CX, Bermuda  
 Phone (441) 292-1271  
 Fax: (441) 292-8843  
 Email: [ldurrant@gov.bm](mailto:ldurrant@gov.bm)

**Transport Control Department**  
 11 North Street, Hamilton HM17, Bermuda  
 P.O. Box HM718 Hamilton HM CX, Bermuda  
 Phone (441) 292-1271  
 Fax: (441) 292-8843  
 Email: [tcgd@gov.bm](mailto:tcgd@gov.bm)  
 Website: [www.gov.bm](http://www.gov.bm)



## Section H: Any Other Information [s5(1)h]

### Frequently Asked Questions

#### Address and Assessment Numbers

**Q: How can I change my assessment number for my Vehicle?**

**A:** You must fill out the Application to Licence a Private Car (Assessment Form). If you have a landlord you need to have the form signed by your landlord or owner of the house.

**Q: Does my landlord have to sign this form?**

**A:** Yes.

**Q: Can you fax in an assessment form?**

**A:** No.

**Q: My landlord is away. How can I get him to sign my Assessment form?**

**A:** If you cannot reach your landlord, you must bring in your rental lease along with 3 months' worth of receipts of payment to him/her.

**Q: I currently pay rent to a rental agency. Who must sign my assessment form?**

**A:** If you pay rent to a rental agency, their signature will suffice for your assessment form.

**Q: If I'm a part owner of a house, do both of us have to sign the assessment form?**

**A:** Yes.

**Q: How can I take someone off my assessment number? The person no longer resides at that address, and I have someone else moving in.**

**A:** The person who is on the number will have to bring in an assessment form with a different address. This will free up the assessment number, and it will be available for use again.

**Q: I'm living on a boat. How can I get an assessment number for my car?**

**A:** Some marinas have assessment numbers that they should be able to provide for you.

#### License Plates

**Q: Can I change my licence plate number?**

**A:** Yes, come down to TCD, and see a registration clerk. You must then go to the insurance company and let them update their records.

**Q: How do I get personalised plates?**

**A:** You must fill out the personalized plate application which can be found on our forms page.

## Insurance

**Q: Do I need insurance to get a one day permit?**

**A:** Yes

**Q: Do I need insurance before I bring in my car for registration?**

**A:** Yes

## Examinations

**Q: Does my car need to be examined?**

**A:** A car can be examined every year up to three months before its annual expiration. If you have just purchased a new vehicle, it may be exempt. Please have a look at our exemption schedule to see if you qualify.

**Q: How far in advance can I get my Vehicle examined?**

**A:** 3 months prior to the expiry.

**Q: How long is the pass slip (certificate) or pass stamp valid before I have to get my vehicle licensed?**

**A:** Annual Inspection is valid until your next birthdate. Transfer Inspection is valid for one (1) month.

**Q: Last year my car passed with its tint. This year it failed. What is the problem?**

**A:** Front windows must allow in at least 35% of light. If your car passed previously, that may have been in error. See the chief examiner. Please see "Guide to Tinted Windows" on this site.

**Q: What class of vehicle can be examined at the Satellite Testing Locations?**

**A:** Private cars and 4 & 6 wheel trucks can be examined at satellite locations. Public Service Vehicles and Cycles must be examined at the main TCD Location.

## Vehicle Registration

**Q: How much does it cost for my car to be licensed or re-licensed?**

**A:** First of all, you need to know what class your vehicle is. The licence fee varies based on the vehicle class. You can see the fee schedule [here](#).

**Q: I have lost my vehicle's registration. What do I need to do to replace it?**

**A:** Come in to the main office, and see a receptionist at the front. State your situation, pay the \$13.00 replacement registration fee, and you will be issued a new registration. Note: Only the person whose name is on the registration can come down to get a replacement registration.

**Q: Do you have a drop-box for vehicle re-licensing?**

**A:** No, but you can leave it at the information counter, or mail it into our main office. You can get our address here.

**Address Changes**

**Q: My Address has changed, do I need a new licence?**

**A:** The law requires you to report a change of address within 21 days of your move. If your address has changed you must come to TCD to update you licence.

**Suspensions**

**Q: I've been suspended from driving a car, but I still have my bike licence. What do I need to do?**

**A:** Come down to TCD, and see any of the registration clerks. They will take the car off of your licence.

**Out of the Country**

**Q: I am going to be out of the country for a few months. My licence will expire during that time. Can I renew my licence before then?**

**A:** Yes, you can renew, if it is less than three months prior to your departure.

**Driving Records/Personal Records**

**Q: Where can I get my driving record?**

**A:** TCD does not maintain driving records. These records are kept at Magistrates Court.

**Q: What class of vehicles am I able to drive?**

**A:** If you need this information you can check your driver's licence code, or you can visit the information desk at TCD.

**Driver's License/ID Cards**

**Q: I have lost my driver's licence. What do I need to do to replace it?**

**A:** Come to the main office, and see a receptionist at the front. State your situation, pay the \$35.00 registration fee, and you will be issued a new licence.

**Q: I'm going to be 65 years old, or, I am over 65 years old and need to renew my driver's licence. What do I do? Can I come in at a later time than 8:30 any morning to renew my licence?**

**A:** If you are 65 or older, you can come into TCD any Monday to Friday from 8:30 with a completed medical form and renew your driving licence.

*Seniors age 70 years and older will be required to do your driving test.*

**Q: How old do I have to be to obtain a Learner's licence for a car/truck and when can I start my car/truck driving lessons on the road?**

**A: 18 years of age**

**Q: How old do you have to be to drive a heavy truck, or to get a Public Service licence?**

**A: You must be 18 years of age.**

**Q: Does the Transport Control Department issue an International Driving licence?**  
**A: No, however our Bermuda licence can be used internationally, but only for some countries.**

#### Miscellaneous

**Q: Where do I get my driving records?**

**A: If you want to see what offences you have, and what you've had within the past year, see prosecutions, and if you want to see exactly what you can drive, see Information at TCD.**

**Q: I cannot find some questions and answers in the Traffic Code Handbook. Can you help me?**

**A: Yes. You can contact our information call center at 292-1271 during regular work hours.**

**Q: I am not working. How can I obtain a Special Person's Card?**

**A: If you are a special person and have a medical defect, you need to bring in a letter from a doctor.**

**Q: I am in Bermuda on a work permit (guest worker). Can I do Project Ride?**

**A: No. Project ride is for Bermudian students age 15 1/2 and over**

**Q: Do I need an appointment for the theory exam? What documents do I need to bring with me?**

**A: No. The theory exam is offered between the hours of 8:30 and 4:00. You would need your medical form (from a local doctor), your passport and birth certificate, and your work-permit (if non-Bermudian).**

**Q: What class is my car?**

**A: You can find that out by taking a look at the vehicle's registration, which is in the pocket of the sticker affixed to the vehicle's windshield. If you cannot locate your car's class, you can call in or come down to TCD. The information desk will be able to look it up for you.**

**Q: I'm selling my car/cycle. What do I need for the transfer?**

**A: Contact TCD for your appointment. Inform them that you wish to have your car transfer tested. A transfer exam pass will be valid for one month. You need to take your completed Bill of Sale, updated insurance, and valid transfer test paper to the registration clerks at TCD. If you are transferring ownership of a car, you will also need the Application to Licence a Private Car/Assessment Form.**

**Q: Can I use a van as a regular car?**

**A: A private light truck (LP) is intended for the use of small businesses. Owners of these vehicles cannot legally own private cars as well. Therefore the LP shall also serve as the vehicle for the household.**

**Q: I need to bring an un-licensed vehicle to TCD. What do I do?**

**A:** Come to TCD with your valid insurance. You will need to purchase a one-day permit to move the vehicle.

**Q: I'm part owner of a car. Can I have the name of the other part owner removed?**

**A:** The other owner must write a letter to TCD requesting to have their name taken off the car. You cannot take it off for them.

**Q: Do you have an ATM machine?**

**A:** No. However, the Transport Control Department accepts all major Credit/Debit cards for transactions.

**Q: What are your hours of operation? Do you close for lunch? What time do you take your last customer?**

**A:** TCD is open from 8:30am - 4:30pm. The registration section does not close for lunch. If you can get inside the main doors before 4:30pm, you will be served.

**Section I: Any Other Information To be Provided? [s5(1)i]**

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

**Date Information Statement was updated:** December 2021

**Locations of Information Statement:**

- |  |   |
|--|---|
| • Your principal office: 11 North Street, Hamilton HM 17   | Y |
| • The Bermuda National Library;  | Y |
| • The Bermuda Archives;  | Y |
| • Available electronically,  | Y |
| • Website for public authority: <a href="http://www.eccd.bm">www.eccd.bm</a> or <a href="http://www.tcd.gov.bm">www.tcd.gov.bm</a> | Y |
| • Have you published a notice in the Gazette indicating the places where the information statement is available for the public?    | N |
| • With the Information Commissioner:   | Y |

**Sign and Date:**

*Alfonse* 4/1/2022