



**Republika e Kosovës**  
**Republika Kosova-Republic of Kosovo**  
*Qeveria-Vlada-Government*

*Ministria e Mjedisit, Planifikimit Hapësinor dhe Infrastrukturës*  
*Ministarstvo životne sredine, prostornog planiranja i infrastrukture*  
*Ministry of Environment, Spatial Planning and Infrastructure*

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**Minister of the Ministry of Environment, Spatial Planning and Infrastructure**

In support of Article 5, 6, 7 and 8 of Law No. 05/L-064 for Driver's License (Official Gazette No. 17/10 June 2016), amended and supplemented by Law No. 06/L-066 and Law No. 08/L176, Article 11 paragraph 1, sub paragraph 1.5 of Law No. 08/L-117 for the Government of the Republic of Kosovo (Official Gazette No. 34/22 dt. 18.11.2022), article 4, paragraph 1.10 and Appendix 1 point 10 of Regulation (QRK) No. 14/2023 for Fields of Administrative Responsibility of the Prime Minister's Office and Ministries, as well as Article 38 paragraph 6 of the Government's Work Regulation No. 09/2011 (Official Gazette No. 15/ September 12, 2011),

Issues:

**ADMINISTRATIVE INSTRUCTION (MMPHI) No. 16/2023 ON LICENSING OF  
DRIVING SCHOOLS**

**Article 1**  
**Purpose**

This Administrative Instruction defines the conditions and procedures that must be fulfilled by the physical or legal person for exercising the activity of the driving school.

**Article 2**  
**Scope of application**

The provisions of this Administrative Instruction are implemented by the Ministry and other physical and legal persons involved in the process of training candidates for drivers.

**Article 3**  
**Definitions**

Expressions and terms used in this Administrative Instruction have the same meaning as the definitions set out in the Driver's License Law.

#### **Article 4**

##### **Conditions for licensing**

1. To carry out the activity, the Driving School must have:

- 1.1. the teaching classroom;
- 1.2. administrative office;
- 1.3. training ground for candidates from the practical part;
- 1.4. vehicles;
- 1.5. qualified personnel;
- 1.6. learning equipment and
- 1.7. the sanitary node.

#### **Article 5**

##### **Teaching classroom**

1. The classroom in which the training of driver candidates from the theoretical part takes place must have:

- 1.1. surface area of at least 18m<sup>2</sup>;
- 1.2. 1.5 m working space for candidates;
- 1.3. 3 m<sup>2</sup> working space for the lecturer;
- 1.4. lighting and heating;
- 1.5. fire extinguisher;
- 1.6. learning equipment:
  - 1.6.1. desk for the professional lecturer;
  - 1.6.2. blackboard or other device that enables writing with a minimum size of 1.0 x 0.8 m;
  - 1.6.3. table and seat for driver candidate;
  - 1.6.4. Projector or similar equipment;
  - 1.6.5. at least three (3) computers or laptops or similar;
  - 1.6.6. one (1) model or panel with:
    - 1.6.6.1. vertical, horizontal signs, and supplementary tables;

1.6.6.2. traffic light, and the signals given by the authorized person-policeman;

1.6.6.3. road accidents;

1.6.6.4. reaction path - breaking and stopping;

## **Article 6**

### **Administrative office**

1. The driving school must also have an office for performing administrative work separated by a physical partition with hard material from the classroom with space of at least 1.5 m<sup>2</sup> per person.

2. The administrative office must have:

2.1. table and chairs;

2.2. computer or laptop;

2.3. at least two (2) other seats per party as well

2.4. drawer for placing documentation.

3. The driving school must place in its headquarters the name of the driving school, the address and the notice about the working hours.

## **Article 7**

### **Polygon**

1. The parking lot of the driving school must be made of asphalt, concrete, cubes, or any other similar material and marked with the technical elements according to the Administrative Instruction for giving the driver's license exam.

2. A driving range can be used by a maximum of five (5) driving schools.

3. The polygon from paragraph 1 of this article must be within the territory of the municipality where the headquarters of the driving school is located.

## **Article 8**

### **Vehicles**

1. The driving school must train the candidates for driving with vehicles that meet the conditions defined in the Law on Driver's license and Administrative Instruction for giving the driver's license exam and with this administrative instruction.

2. Vehicles from paragraph 1 of this must also have the following additional equipment:

2.1 For category B:

2.1.1. dual brake and friction controls

2.1.2. two (2) internal and external mirrors;

2.1.3. eight (8) cones;

2.2. For category C1:

2.2.1. dual brake and friction controls;

2.2.2. two (2) external mirrors;

2.2.3. four (4) cones.

2.3. For category C:

2.3.1. dual brake controls;

2.3.2. two (2) external mirrors;

2.3.3. four (4) corners.

2.4. For the EU category, at least two (2) mirrors depending on the construction of the trailer;

2.5. for categories "D1", "D", "C1+E", "C+E", "D1+E", "D+E" at least 2 (two) mirrors from the outside of the front of the vehicle;

2.6. for categories: "C1", "C", "D1", "D", "C1+E", "C+E", "D1+E" and "D+E";  
installed tachograph;

2.7. for categories "C1", "C", "D1", "D", "C1+E", "C+E", "D1+E", "D+E" fire extinguisher;

2.8. for category AM, A, A1, A2, A:

2.8.1. communication devices;

2.8.2. protective helmet;

2.8.3. the vest, which must have a blue, the letter "L" marked in reflective white;

2.8.4. eight (8) cones;

2.9. for category T communication devices;

3. Additional equipment from sub paragraph 2.1.1. and 2.3.1. of this article must be certified and verified according to the legislation in force by the competent body.

4. Driver training for category "B" cannot be done with a vehicle that has only two (2) seats.

5. Marking of the vehicle according to the relevant categories is done according to Appendix I of this Administrative Instruction.

## **Article 9**

### **Category A vehicles**

1. The vehicle for the training of driver candidates from the practical part, there must be for the category:

- 1.1. AM – Moped with working volume up to 50 cm<sup>3</sup>;
- 1.2. A1 – Motorcycle with a working volume of at least 120 to 399 cm<sup>3</sup>;
- A2 - The motorcycle without a side trailer with a working volume of 400 cm<sup>3</sup> - 599 cm<sup>3</sup>;
- 1.3.A – Motorcycles without restrictions – with a working volume of at least 600 cm<sup>3</sup>.

## **Article 10**

### **The staff of the driving school**

1. The driving school must have employees with a work contract:

- 1.1. Leads the professional who must fulfil the conditions defined in Article 9 of Law No. 05/L-064 on driver's license;
- 1.2. OF THE at least one licensed professional lecturer;
- 1.3. So at least two licensed driving instructors for category "B" and at least one (1) for each category that is licensed.

## **Article 11**

### **Documentation for application**

1. The following documents are attached to the driving school licensing application:

- 1.1. proof of business registration issued by the competent body;
- 1.2. proof of ownership or rental of the original workspace or notarized copy;
- 1.3. outline of the office, classroom and training ground;
- 1.4. list of personnel:
  - 1.4.1. the contract, diploma or certificate of school preparation, identity card, driver's license, certificate under investigation issued by the court (copy) of the professional leader in the driving school;
  - 1.4.2. contract, identity card, driver's license and valid license (copy) of the professional lecturer;
  - 1.4.3. contract, identity card, driver's license and valid driver's instructor's license (copy);
- 1.5. list of vehicles:
  - 1.5.1. vehicle registration certificate (copy);
  - 1.5.2. periodic technical inspection certificate;
  - 1.5.3. photos of vehicles;

1.5.4. "Certificate of Attestation" for dual commands" category B (copy);

1.5.5. "Certificate of Attestation" for dual commands" for the categories: "C1", "C", "D1", "D", "C1+E", "C+E", "D1+E" and "D+ E" which must also contain the following data:

1.5.5.1. dimensions;

1.5.5. 2. ABS system;

1.5.6.3. mass and

1.5.6.4. the tachograph.

2. The completed documentation from paragraph 1 of this article shall be submitted to the archive of the Ministry for the Department of Vehicles - Division of Driving Schools or electronically after the activation of the electronic system.

## **Article 12**

### **Committee for examining the request**

1. The General Secretary of the Ministry by decision appoints the commission for examining the requests of subjects for licensing and renewal of the license and changing the spatial conditions of the driving school.

2. The commission from paragraph 1 of this article:

2.1. examines the request, the documentation and verifies the conditions for licensing and license renewal and changing the spatial conditions;

2.2. draws up minutes during the verification of conditions;

2.3. makes a decision to accept or reject the request.

3. The examination of requests by the commission is done in accordance with the procedures and deadlines set by the Law on General Administrative Procedure.

## **Article 13**

### **Issuance of license**

1. The license of the driving school is issued by the General Secretary of the Ministry.

2. The license is valid for five (5) years from the date of issuance of the decision.

## **Article 14**

### **Fees**

1. The driving school must pay the amount of:

1.1. for obtaining the license or renewing the license for each category €180;

1.2. for changing workspaces €50;

- 1.3. for replacing the license €10.
2. The amount determined by paragraph 1.2 of this article shall be paid by the Auto school upon application.

### **Article 15**

#### **Change of conditions**

1. The driving school for a change of working spaces (headquarters, classroom or training ground) submits a written request to the Archives of the Ministry to which it attaches the relevant documentation.
2. The Commission from Article 12 of this Administrative Instruction verifies the conditions of: the classroom, the office or the training ground and draws up a record regarding the findings at the location.
3. For the change of personnel and vehicles, the driving school through the official e-mail notifies and submits the documentation (scanned file) according to sub-paragraph 1.4 of article 11 of this administrative instruction in electronic or physical form to the Department of Vehicles / Division of driving schools and to Department of the Inspectorate.

### **Article 16**

#### **Replacement of license**

1. The replacement of the license is done at the request of the driving school when it is declared lost, damaged, the data on it have become illegible or due to the change of data or the like.

### **Article 17**

#### **License renewal**

1. The driving school can submit a request for license renewal 60 days before the expiration date.
2. For the renewal of the Auto license, the school must meet the prerequisites as in the case of licensing.

### **Article 18**

#### **Procedure for license suspension**

1. The driving school's license is suspended for all categories in the following cases:
  - 1.1. by court decision;

- 1.2. classrooms, administrative offices and the training ground do not meet the conditions and criteria defined;
2. The driving school's license for the relevant category is suspended in the following cases:
  - 2.1. trained candidates contrary to the candidate training program for the relevant category;
  - 2.2. there are not at least two driver instructors for category B, while one driver instructor for each category for which the license is issued, as provided for in Article 6 of this law;
  - 2.3. trained candidates with vehicles without fulfilling the conditions according to articles 49 and 63 of this law and the by-laws issued on the basis of this law;
  - 2.4. there are not at least two vehicles for category B, and one vehicle for each category for which it is licensed, as provided in Article 6 of this law;
3. The decision to suspend the license is taken by the persons authorized by the Ministry, respectively the inspectors of the driving schools.
4. License suspension cannot be shorter than thirty (30) days or longer than one hundred and eighty (180) days.

## **Article 19**

### **Procedure for revocation of license**

1. The license of the driving school is revoked in the following cases:
  - 1.1. did the training of the candidates from the theoretical or practical part during the license suspension period;
  - 1.2. required by its owner;
  - 1.3. it is proven that he submitted incorrect or falsified documentation regarding the data required for obtaining or renewing the license;
  - 1.4. by a powerful decision of the court, it is prohibited to exercise the activity of training candidates for drivers.
2. The authorized official or Inspector of the driving school proposes to the General Secretary of the Ministry to revoke the license of the driving school according to subsections 1.1 and 1.3 of this article.
3. The General Secretary of the Ministry decides on the proposal from paragraph 2 of this article.



## **Article 20**

### **Closing the activity of the driving school**

1. If the license of the driving school is revoked, i.e. it closes the activity at its request, the same can transfer the driver candidates to the other licensed driving school within the region where it is headquartered,
2. For the transfer of candidates from paragraph 1 of this article, the driving school compiles a written report and submits the following documents:
  - 2.1. the book of evidence for training candidates for drivers (copy)
  - 2.2. the diary for holding lessons from the theoretical part,
  - 2.3. the candidate file and
  - 2.4. the list of candidates who have not completed the training.
3. The driving school submits the request for the closure of the activity to the Ministry in the Department of the Inspectorate.
4. The driving school from paragraph 1 of this article must submit the book of evidence for the training of candidates for drivers closed by the Inspector to the relevant PSU.

## **Article 21**

### **Change of owner of the driving school**

1. The driving school for the change of owner or name must submit the following documents:
  - 1.1. written evidence from the competent body that it is a continuation of the activity;
  - 1.2. the file of the driving school: employee contract and proof of working spaces;
2. The documentation from paragraph 1 of this article is submitted by the driving school to the archive of the Ministry in the Department of Vehicles - Division of the driving school.
3. The verification of the documentation from paragraph 2 of this article was done by the Department of Vehicles - the division of driving schools and compiles minutes.

## **Article 22**

### **Supervision of the work of the driving school**

1. The supervision of the work of the driving school is done by the authorized officials of the Department of the Inspectorate in the Ministry according to the legislation in force.

## **Article 23**

### **Restrictions**

1. The licensed driving school is not allowed to open units, representative offices, offices in other countries.
2. The owner who closes the driving school is not allowed to open a new driving school within 12 months.

## **Article 24**

### **Documentation and evidence**

1. The division of driving schools maintains physically or electronically:
  - 1.1 copies of licenses;
  - 1.2 the book of evidence of licensed driving schools;
  - 1.3. application documentation (driving school file);
  - 1.4. the minutes.
2. The book of evidence of driving schools is kept forever - while other documentation is kept only for 5 years during the validity of the license.

## **Article 25**

### **Right to complaint**

1. Against the decision to issue, suspend and revoke the license, change the conditions, the unsatisfied party can submit a complaint to the Ministry in accordance with the rules defined in the relevant Law on General Administrative Procedure.
2. The complaint is reviewed and decided by the commission appointed by the decision of the Minister.

## **Article 26**

### **Withdrawal**

With this Administrative Instruction, Administrative Instruction (MI) No. 20/2017 for Licensing of Driving Schools and Administrative Instruction (MI) No. 05/2018 for amending and supplementing Administrative Instruction (MI) No. 20/2017 for Licensing of Driving Schools.

## **Article 27**

### **Transitional provisions**

Under paragraph 1.5.5 of article 11, it applies to vehicles that make the certificate from the date of entry into force of this Administrative Instruction.

## **Article 28**

### **Annex**

1. The appendix of this Administrative Instruction is its constituent parts:
  - 1.1. Appendix I: Marking of the vehicle according to the relevant categories
  - 1.2. Annex II: Form and content of the Auto school license.

## **Article 29**

### **Entry into force**

This Administrative Instruction enters into force seven (7) days after publication in the Official Gazette of the Republic of Kosovo.

**Liburn ALIU**

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Minister of the Ministry of Environment, Spatial Planning and Infrastructure

Date: 12.10.2023.

## ANEX I:

### **Form, dimensions and content of vehicle markings**

1. The lighting table for category B must be white with the inscription "auto school". The name of the driving school is written on the board, while the letter L is placed on its left side.
2. "L" plate - the base must be blue and the letters white with reflective material.
  - 2.1. "L- plate must be placed on the vehicle of:
    - 2.1.1. category "AM", "A1", and "A", behind under or over the registration plates;
    - 2.1.2. category "B1", "B" "B+E", "T", "C1", "C1+E", "C", "C+E", "D1", "D1+E", "D", and "D+E", on the front and back, on the left side.
3. "L" plate is placed only during training of candidates from the practical part.
4. The sticker is placed on the right and left side of the vehicle doors of the driving school.

# SHTOJCA I, ANNEX I, PRILOG I



Fig.1 Tabela ndriçuese për automjete / Lighting board for vehicles / Rasvjetna tabla za vozila

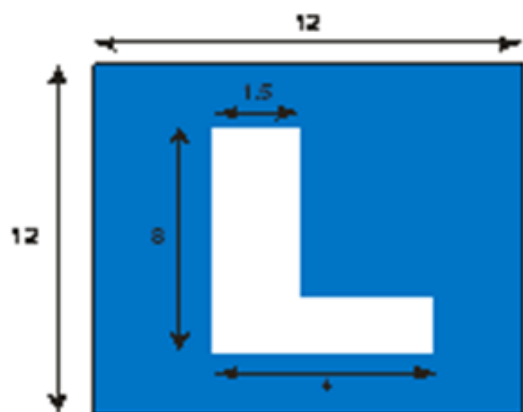


Fig.2. Pllakëza për kategoritë/ Tiles for categories  
/ Pločice za kategorije:  
“AM”, “A1”, “A2”, “A”, B1, B, BE,

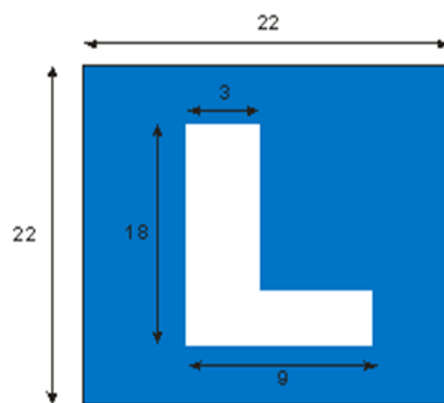


Fig.3 “L” pllaka për kategoritë/  
Tiles for categories/ Pločice za kategorije:  
C1, C1E, C, CE,D1, D1E, D dhe DE



Fig. 4. Tiketa ngjytëse- Emërtimi i auto shkollës/ Stickers /The name of the driving school/ Nalepnica - Naziv auto-škole

SHTOJCA II, ANNEX II, PRILOG II: Forma dhe përmbajtja e licencës së Auto shkollës /  
Form and content of the Auto school license / Oblik i sadržaj licence Auto škole



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Lëshon këtë / Izdaje se / Issues this  
**LICENCË / LICENCA / LICENSE**

Nr./Br./No.

Auto shkolla / Auto Škola / Driving school

Nr. i biznesit / Br. Biznisa / Business No.

Komuna / Opština / Municipality

I plotëson të gjitha kushtet e parapara për licencim të kategorisë  
*Ispuniava sve predviđene uslove za licenciranje kategorije*  
*Fulfills all conditions foreseen for licensing of category*

Licenca vlen deri me dt./Licenca važi do/License is valid up to dt.

Me datën:

*Datum:*  
Date:

Sekretar i Përgjithshëm  
*Generalni Sekretar*  
*Secretary General*

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