

Executive Charter For Public Transportation System

Chapter one

Approving the practice of using inland transportation and car rental

Issued by resolution no 3 dated 15-1-1412H

Article one

Definitions

The following definitions are to be used for the mentioned terms unless the context requires otherwise.

The Ministry = Ministry of transportation

Transportation Administration= the administration responsible for the following up certification in the ministry or in the administrations of transportation and roads in the kingdoms areas.

License holder: the possible person that has the required conditions to practice the business.

The certified activity: any of the following activities:

1. The business of transporting goods and services in return for a certain fees with its various kinds including:

a. Transporting all liquid substance.

- b. Transportation for freeze substance.
- c. Transportation of industrial and mining and agricultural and building supplies.
- d. Transportation and towing of supplies and cars and different machines.
- e. Transportation of any materials or other goods.
- f. Light transportation inside cities.

2. The business of transportation offices for transporting goods and services on roads.

3. The business of transporting passengers and trucks outside the kingdom.

4. The business of transportation of the passengers within and between the city.

5. The business of transportation of passengers offices by taxis within the cities of the kingdom and other neighboring cities.

6. The business of small private cars rental.

7. The activity of transportation by taxis inside the city and airports.

8. The business of organizational offices for private taxis inside cities.

Certification: the document issued from the Ministry of Transportation for practicing the business is restricted to inland transportation.

Transportation cars: cars certified by the Ministry for practicing the business.

Operation license: the certificate issued by the Ministry or any of its branches through which the car is licensed for practicing the business and it holds the following:

The car's model

License plate no and certificate no
Owner's name
Car's load and its model
Duration period
Any other information the Ministry suggests

Article (2)

The conditions to be fulfilled in the license holder:

1. he should be a Saudi national and the person in authority for operating the business should also be a Saudi national as well.
2. The capital used in the business should be 100% owned by Saudi investors and remains the same throughout the certification period excluding the earlier certification for practicing the business of transportation of goods and services with certain charges on road until the contract expiration day.
3. To present an approved certificate of one of the banks that ensure his ability of supplying the required amount for running the business.
4. To present a organizational framework for the technical management formation related to the business and its requirements such as employers , equipment, machines, and others including the following:
 - a. The number of the transportation cars required for starting the business.
 - b. The number and specialties for the technical team for operation and maintenance.
 - c. The organizational plan for the location of practicing the business maintenance garages for car parking when not operating and deportation stations and its requirements of facilities and services (toilets- restrooms for men and women separately- sunshades for cars...etc)
 - d. Technical emergency maintenance teams used for

repairing transportation cars in the business if it is outside the garages.

5. To have a commercial register.

Article (3)

Certification request

1. The request for certification for practicing the business of inland transportation from the ministry according to the form prepared for such purpose.

2. The papers should be filled and signed by the person in request for the certification with his identification information attached and the following affirmances:

a. An affirmance of his approval of all the conditions included in the chart organizing the requested business and work accordingly.

b. The promise of the provision of transportation vehicles , equipments, maintenance garages, and the location suitable for starting the business and prepare it according to the approved standards.

c. A copy of the commercial register and membership of the Chamber of Commerce.

d. Any other documents required by the ministry.

3. The request should be sent by mail or in person.

Article (4)

The duration of the license and renewal conditions

1. The license duration period is three years , the ministry has the right to renew it when it fulfill its conditions for one or more than one time according to the transportation demands and for the public welfare.

2. The certified person who wants to renew his certificates should submit the request during the 90 days prior to the expiration date.

3. The certificate is expired on the date of expiration if no renewal process is performed, yet the ministry is willing to accept the renewal after expiration date without neglecting the penalties required for delaying the renewal.

4. The following are required for renewing the certification:

- a. Fulfilling the required conditions for renewal.
- b. Paying the penalties on the certified person as a result of violating the conditions and regulations ratified in this charter.
- c. Adding the commercial register for transportation business to the company or the institution.

5. The certified person or his inheritance or their guardians should call for canceling the licenses in a one month time in the following cases:

- a. Closing down the business of the license's holder for any reason
- b. The death of the license holder.
- c. Company clearance whether by agreement between stockholders or an expiration or jurisdiction

Chapter Two
Practicing the Business of Transportation
Goods and Services on Roads Within
The Cities

Article 5

Transportation vehicle used in practicing the business

1. It is required that the person in demand for the certification should own not less than 10 transportation vehicle according to the business he is applying for. If he is not willing to provide the requested number, in this case one operational certificate should be issued for each car, in both cases the following conditions should be fulfilled:

- a. all cars used in the business should be owned by the him.
 - b. The cars features should be compatible with the standard of cars in the kingdom in terms of dimension size and weight.
2. The ministry could approve an additional rented car for the license holder to use in the licensed person.
3. The certified person should have an operational license for each car used in the business.

Article 6

Forms and registers

s holder should bookkeeping a register for the daily ‘The license activity of the business including the total load and the measured

distance, the nature of the load, the source and its destination. He should also issued a record for each car activity loaded by him in a form made for this purpose and to issued a cargo document indicating the nature of the goods, its weight and the owners name ...etc. he should be precise in documenting these information and he should provide the ministry with these required data.

Article 7

The license holder should comply with the following conditions and principles:

- 1.The cars used in the business should not be parked public roads or around accommodation areas or unloading goods and services in public roads or vacant and unfenced lands.
2. Following the rules regarding load , weight and destination approved for trucks and trailers in order to move around the road network and bridge in the kingdom.
3. Ensuring that the goods carried are not prohibited, verifying the identity of the owner and his address and documenting it in cargo policy in addition of listing the size, weight and destination and collected fees...etc
4. Providing the ministry with a detailed annual statement of his business during the year on the first month of each year.

The statement should indicate the following:

- a. The number of transportation vehicle owned by him and the rented cars licensed to be used by him.
- b. The weight of each load the amount of goods and services monthly carried during the report period to each city or province separately.

Excluding light transportation within the cities in its various means.

Chapter Three

Practicing the Business of Deportation of Goods and Services On roads

Article 8

The license holder obligation

The license holder should comply with the following:

1. To acquire the following records and registers:
 - a. Register for documenting the daily transportation of deportation goods and supplies from the office.
 - b. A cargo policy document indicating the nature of the goods its weight, its owner, the city of departure and the destination.
 - c. Resort of each load (a permission indicating the loads of the car).
 - d. Any other form the ministry or relevant authority requested for its issuing from deportation office.
2. Make sure of the good's nature, its safety, and the way its packed, and that it is not prohibited. He should make sure of the prohibited owner's identity, his address and proving it with load document approving the weight, size destination of the load and the returning fees.
3. Not to load any transportation vehicles unless its driver has a driving license it should also have a valid operational license.
4. Not to unfold goods and services and leave it on public roads, pavements, or vacant and unfenced lands.
5. Following the instructions of the ministry and the relevant bodies related to organization of deportation goods and services between cities and outside the kingdom.
6. To conserve goods and services received by the office and delivered it to its destination in good condition. He is responsible

for damages done by transportation and deportation of the goods by delaying it or a mistake.

7. Presenting a monthly statement according to the prepared form for such purposes regarding the carried goods from the offices during first ten days of each month.

8. Not to load the foreign transportation vehicle unless licensed to be carrying goods from the kingdom to abroad in this case the transportation will be to the destination according to the required conditions.

Chapter Four Transportation and deportation in buses abroad

Article 9

Buses used for the business

1. The buses used in the certified business should be Saudi and owned by the license holder. After having the ministry approval the owner can add a rented cars with temporary contracts.
2. All cars used in the business should apply to all regulatory conditions and fulfilling technical measures and standards that are required. It should also be supplied with all comfort and safely means appropriate for long distance trips (air conditions, wide seats, toilets...etc). technical check up for the busses should be taken into consideration according to regulations and instructions.
3. The license holder should have an operational certificate approved by the ministry for each bus used in the business. foreign buses licensed for loading in their way back have to comply with the following conditions and principles:
 - a. The registered bus should belong to a country bound to the Kingdom by an agreement allowing the bus to carry back goods.
 - b. The destination of the load should be to the country in which the bus acquires its license, it should not carry goods to other countries or cities within the kingdom itself.

Article 10

Forms and registers used:

- a. The form of deportation of passengers through buses:
issuing an original and several copies for each bus departing the kingdom in which the license plate and the operational cards the

name of the city of destination the name of the driver the name of the passengers and their nationality and the passport numbers date and time of departure is documented, the driver should keep a copy to present when needed.

b. Registers of statistics:

indicating the number of buses departing and the number of passengers in each and country of destination, the license holder should be highly precise when documenting the information mentioned or any other requested data.

Article 11

The license holder obligations

The license holder's should comply with the following conditions:

1. Operating the licensed buses on the determined routes between the cities and not to carry passengers within the cities by any means.
2. Not to carry a passenger who lack departing via from the kingdom and entering visa to any other country in destinations in accordance with its government regulations.
3. Providing the concerned authority in the Ministry of Interior with what it required of data and copies of deportation statement of passengers who are carried through his office and of each bus separately.

Chapter Five

The Practice of Transporting Passengers Via Buses within and Between Cities

Article 12: Buses Used for Practicing the Business

1. Public transportation for bus passengers to travel within the city should be on a planned route, in addition the Ministry has the authority to license the practice when it is not possible to follow a specific route or area until it becomes possible to return back to the planned route.
2. The buses used for the licensed business should be Saudi and fully owned by the holder of the license, the holder of the license may also after acquiring the approval by the ministry include more Saudi buses leased by temporary contracts.
3. All buses used for the licensed business should fulfill all regulatory conditions , and correspond to the technical standards and qualifications required, and equipped with safety measures and comfort means including the technical check up, maintenance, interior and exterior clean up and conservation of the appearance of the buses according to the concerned rules and regulations.
4. The holder of the license should acquire an operation card from the Ministry for each used bus for the practice.

Article 14: **Obligations of the holder of the license:**

1. To insure all licensed buses according to the general technical qualifications and the numbers determined by the Ministry before operation commences in sufficient time.

2.To use the buses approved by the Ministry, and they should be in good and clean condition, in addition a flashing/neon sign should be hung on the right side and front of each bus indicating the route number, beginning, end and main stops for every route.

3.To facilitate the number of buses decided to start the services for each route, and the numbers should be completed in three months from the date of issuing the license.

4.To follow the bus operation map and schedule for the licensed route/s and any relevant amendments by the Ministry.

Practicing deportation of passengers via small taxis between cities or other countries:

Article14:

Cars used in the business:

1.The deportation of passengers between kingdom cities is limited to small Saudi taxis only.

2.The deportation of passengers to outside the kingdom via small taxis is as follows:

a. Saudi taxis.

b. Foreign taxis registered at countries associated with the kingdom through agreements and treaties to regulate land transportation which allows the entrance of taxis returning back from either side of the borders and carry passengers from there on the coming back route according to the statement issued by the Ministry and given to the holder of the license, in this case the deportation should be conducted immediately to the country in which the car was registered at in addition deportation to another third country shall not be allowed or to that fact any further transportation within the cities of the kingdom.

Article 15:

Registers and Forms used for the Deportation of Passengers:

a. Register for Organizing Rotations:

A separate register is prepared for the deportation of passengers between cities, and another for the deportation of passengers to outside the kingdom where the number of license plate and brand of the cars are documented according to priority regarding the time of arrival to the parking lot including the date and hour of arrival as well as the name of driver, the time and date of departure and destination. Moreover, each city or country should have an assigned page in the register.

b. Passenger deportation form:

This form should be issued of an original and several copies for each car departing the office, to include the license plate number, country of origin, name of driver, nationality, as well as the identification card number, date and place of issue, and the names of passengers, nationalities, ID numbers or passports or resident permit (Iqama) , and the country or city of destination and the time and date of departure.

C- Statistical Report:

Prepare a daily report of the number of cars traveling to each city or country as well as the number of passengers.

The licensed person shall be very precise while writing any data aforementioned, or any other data that may be required.

Article 16

Obligations of the person holding license

The licensed person shall:

1. Not allow any passenger to travel abroad without carrying an exit visa from the kingdom and an entry visa to the country of destination according to the laws of that country.
2. Take into consideration that the cars which are loaded from his office are not parked on the public road.
3. Categorize rental cars parking spaces in a way that each city or country has its own parking space. Cars are parked by their priority in entering the parking, and this is documented

- in the turn organizing register book so if the car or its driver are not around when their turn comes then their turn is cancelled and they have to register again in the turn organizing register book.
4. The already set fare is collected from passengers with a two part receipt, one is kept with the passenger and the other is taken by the driver.
 5. Not collecting the determined fares from the passengers is a violation of the rental rules, and the office must deduct the transporting commission which is agreed upon between the office and the driver not exceeding 10% of the rent after loading the car with passengers and paying the rest of the rent to the driver.
 6. Provide the specialized bodies at the Ministry of Interior and other bodies with the required copies of deportation forms and any other data.

Chapter Seven

Renting Small Cars Business

Article 17

Used cars in the licensed activity

1. Cars must be owned by the person holding the license to practice the business. Car's capacity does not exceed 9 passengers.
2. Cars must be new and fully equipped with all safety and comfort facilities as well as air conditioning. They should not be used for more than 4 years.
3. In case of renting cars by the person holding the license to use them in the licensed activity and renting them again, the following must be taken into consideration:
 - a) An advanced approval by the ministry.
 - b) Proof of the renting processes by timed documents.

- c) Car's capacity shall not exceed (9) passengers and shall be according to the standards specified in paragraph (2) abovementioned.

Article 18

Obligations of the person holding license

The person holding the license is obligated by the following:

1. Use the form of car renting contract which is set and approved by the ministry.
2. Not park the cars in airport fields or in taxi parking spaces or public roads.

Chapter 8

Activity of transporting passengers in taxis in the cities or from airports

Article 19

Cars used in this activity

1. Cars must be owned by the person holding the license and the car's capacity should not exceed (5) passengers.
2. They should be new, air conditioned and fully equipped with all safety and comfort facilities. They should not be used for more than (4) years.
3. Paint all cars in white and put logos and flashing signs which are set by the ministry in order to distinguish taxis. In addition to putting the copper plate of the driver's information at the back of the driver's seat.
4. putting or sticking any advertisements, logos ... on the licensed cars is not allowed.

Article 20

Obligations of the person holding license

The person holding the license is obligated by the following:

1. Not use the cars holding the license of this activity in cities or airports in which he is not allowed to work.

2. Practice the business in the public parking spaces specified for this in cities and airports.
3. Continue working and providing the service 24 hours a day.
4. Cars are not allowed to roam around the streets looking for passengers.
5. Taxi driver must be literate and should be allowed/ assigned to drive this type of transportation cars according to rules and principles set by the concerned bodies.
6. Installing and operating fare meters in each car specified to provide service in cities. In addition to paying the drivers according to what is registered in the meter or rent receipts for the cars serving at the airports. It is completely prohibited to ask for a specific daily profit or to deduct from the driver's salary in case of a decrease in the daily rent.
7. Drivers are obliged to:
 - a) Not collect fares from the passenger aside from what is registered in the meter from the beginning of the trip until the destination is reached or what is set as fares to transport from airports to the different parts of the city.
 - b) Not carry more than one passenger in the same trip.
 - c) Not smoke in cars.
 - d) Radio or tape recorder is turned on according to the wish of the passenger.

Article 21

Operating the car owned by Saudis in the licensed activity

The person holding the license shall accept and register private taxis owned by the car's owner according to the following rules and conditions:

- a) The car owner must be Saudi and should carry a driving license.
- b) The car must fit to all conditions and requirements mentioned in article 19 in the charter.
- c) The person holding the license should gain the approval of the ministry to operate the car after submitting all specific

- data and assigning its owner to complete the service according to the conditions set in this charter and under the supervision and monitoring of the person holding the license.
- d) Only the owner of the car is allowed to drive it.
 - e) The owner of the car is the only one responsible for paying compensation for all damages that may occur to others while or because of practicing this activity.
 - f) The person holding the license shall follow up on operating the cars registered with him and make sure that their owners are following the rules and conditions set for practicing this activity.
 - a) The person holding the license and supervising the car gets a commission agreed upon between him and the car's owner which should not exceed 150 SR per month.

Chapter 9

Regulating Taxi Operation within Cities Services Offices

Article 22

Obligations of the Person holding the License

1. The office holding license to work is responsible for regulating the services of small taxis which are owned or owned by other parties but registered at the office.
2. The color of the car shall be according to what is set by the concerned bodies and the general appearance and cleanliness of the car both inside and outside should be continuously supervised and drivers must be responsible for that.
3. Meters should be installed and remain in the car and the passenger must pay the fare according to their readings from the beginning of the trip until the passenger reaches his/ her destination.
4. Follow up on the work, constancy, well behavior and investigate the reasons of complaints which arrive at the office and work on removing them.

5. Cars must be applicable to the set technical conditions and characteristics for this type of transporting services.
6. Write down the name of the person holding the license and the name of the city he is licensed to work in on both sides of the car (front doors) and put a plate clearly inside the car with the name of the office and the license number written on it.
7. Fix the top plate on the car with (TAXI) written on it in both Arabic and English, in addition to turning its lights on showing whether it says “BUSY” or “VACANT”.
8. Open car registers of all the office’s cars whether the office owned them or they were owned by others. In addition to specifying a page for each car with the car number, type, date of the model, driver’s name, ownership, owner’s address, phone number and driver’s violations.
9. Provide the ministry with a statistical report every 3 months showing the number of the office’s cars.
10. The person holding the license gets a commission from the owner of the registered car which is agreed upon and which should not exceed (150) for each month.

Chapter 10

General Conditions

Article 23

Prepare a center, stations and maintenance garages to practice the business

The person holding the license prepares a center for practicing the activity and keeping the cars, as well as maintenance

garages and transportation stations and should provide them with all the needed facilities and services according to what is set in paragraph (4) of the second article of the charter and at the locations approved by the concerned bodies.

Article 24

Activity Practice Scope

The person holding the license should practice the business licensed by the offices and set locations and shall not open new branches in the same city or in any other city. He also has no right in using cars which are specified to operate in another city unless he gets advanced approval from the ministry to do so.

Article 25

Licensed transportation vehicles

The person holding the license shall operate the licensed cars in the cities, regions or roads specified in the license and shall not increase or decrease their numbers unless if he gets approval from the ministry.

Article 26

Transportation fees and set loads

The person holding the license is entitled of not exceeding the fares set by the ministry for each activity. In addition to committing to the weight limit and number of passengers set for each car and verified in its operation card which has to be in the car and shown when requested ...

He should also announce the transportation fare clearly on his desk.

Article 27

Follow up on the licensed activity

The person holding the license should allow the delegates of the ministry and other concerned bodies to follow up on the licensed activity and make sure that the center, stations and maintenance garages...etc are fulfilling the set conditions and viewing the registers. In addition to making sure that the transportation vehicles are fulfilling the set characteristics. The licensed person also has to stick to the regulating conditions of practicing the activity and should provide them with copies of any required documents.

Article 28

Providing cars in emergencies

The person holding the license should provide means of transportation (trucks, buses, small cars ... etc) in case of emergencies and according to the public interest which are required by the concerned bodies in order to carry out the public transportations and compensate that according to what is determined by the defense system.

Article 29

The person responsible for practicing the activity

The person holding the license is entitled of starting the activity by himself. If this is not possible, the responsible manager must be Saudi as well as the managers of the travel and deportation offices.

Article 30

Lost and Found

The person holding the license is entitled of keeping the lost items which may be left behind by their owners in the transportation vehicles or at the waiting places at the deportation offices. He also has to inform the security and hand the lost items.

Article 31

Damage Responsibility

The person holding the license is responsible for paying compensation to others for the mistakes caused by his practice for the activity according to the general rules and regulations.

Article 32

Abidance by the rules and instructions

The rules mentioned in this charter do not violate the other obligations applied on the person holding the license by virtue of the other rules and regulations applied in the kingdom, and which will be issued in the future. Based on this, they should be followed and applied.

Article 33

Hand over the license

The person holding the license is not allowed to hand over the license to another person before 3 years of practicing it, after that he has the right to disclaim it after getting an advanced approval.

Article 34

Publications used in the activity

The name of the person holding the license, type of activity, license number and the city where the activity is licensed to be carried out, branches and phone number must be written on all used publications and forms in the licensed activity.

Article 35

Debts of the person holding the license

The person holding the license must pay his financial obligations before the others. The ministry is not considered a public or private replacement in case of the end of the license for any reason. It is also not responsible for any debts of the person holding the license before, through or after the expiry date of the given license.

Article 36

Cancellation of the statements violating the provisions of this charter

This charter cancels any statement that violates it in the previous charters and resolutions which apply on the general transportation system issued by the Royal Decree number 25/م dated 21/6/1397H.

Article 37

Disputes between the licensed person and the ministry
The Complaints Deewan in the Kingdom of Saudi Arabia is entitled of viewing disputes which may arise between the licensed person and the ministry.

Article 38

Proving Violations

1. Each violation is proved in the general transportation law or in its executive charter or of the license provisions in a minutes of an original and several copies. It is written by the person who is responsible at the appointed transportation administration and responsible for monitoring the activity and submitting a copy of it to the licensed person.
2. If the ministry was not informed with any objection from the licensed person regarding what has been mentioned in the violation minutes during two months of the date of the minutes, then the proved events in the minutes are considered correct.
3. Violation minutes are investigated as well as the objections coming from the committee formed for this purpose with the responsible people in the ministry.

Article 39

Rewards and Penalties

Any person violating any provision of the public transportation system or the provisions of this charter or any condition of the license is subject to a punishment set on the violation he is subject

to according to the traffic law. If the mentioned law does not include a penalty, the violator shall pay a financial fine not less than (500) SR and not exceed (5000) SR for each time. Also, the license shall be stopped for a period not exceeding one year, and it is estimated as the following:

1. Cancel the license and collect a financial fine estimated by (5000) SR when the following violations are approved:

- a) Disclaiming the right in the license to another person without the consent of the ministry.
- b) If the person holding the license used all or a part of the capital's ownership invested in the activity which led to transferring it to non Saudis.

2- Collect a financial fine estimated by (5000) SR when the following violations are approved:

- a) Practicing the activity of transporting passengers in buses in the cities and between them without holding a license.
- b) Practicing the activity before gaining the required license from the ministry as well as closing the center for practicing the activity and stopping the used transportation vehicles until the license is gained.
- c) Operate or load foreign transportation vehicles which are not licensed to work in the kingdom, or transporting from them to abroad.

Violating any stated obligation in article 23 of this charter.

Demanding a daily fixed sum from taxi drivers.

In case of the reoccurrence of the same violation during one year of the date of committing it, the license is stopped for a temporary period not exceeding one year.

3- collect a financial fine estimated by (3000) SR when the following violations are approved:

- a) Operate a number of cars exceeding the number set before gaining the approval of the ministry.
- b) Use transportation cars in another city other than the licensed one without gaining consent of the ministry.

c) Increase the transportation fees to more than the set amount by the ministry.

4- collect a financial fine estimated by (1000) SR when the following violations are approved:

a) Use cars that are not applicable to the conditions and characteristics set by the ministry.

b) Not having the operation card for the cars used in the activity.

c) Not informing the ministry or other concerned bodies with the data that should be provided or any other required data.

d) Not taking care of the cleanliness and maintenance of the used cars, facilities and equipment.

e) Not writing down the required data in the deportation form of the passengers and the goods shipping document.

f) Not showing the transportation fees in a clear place at the office.

g) Request for updating the license after the expiry date.

h) If the manager of the company or office responsible for transportation or deportation is a non Saudi.

5- Collect a financial fine estimated by (500) SR when any violation not mentioned in the previous (1,2,3,4) paragraphs of this article.

6- In case of the reoccurrence of the same violation aforementioned in paragraphs (3,4,5) of this article during one year of the date of committing it, then the financial fine is doubled but not exceeding (5000) for each time.

