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TRANSPORT MANAGEMENT BOARD**

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For Official Use

**Group on Road Transport**

**Report by BOSNIA and HERZEGOVINA on implementation of the QUALITY CHARTER**

**Rulebook on requirements for the issuance of licences and driver qualification cards  
("Official Gazzete of BiH" no:77/14, published on 29 September 2014)**

*This document amends a draft application on Quality Charter implementation of Bosnia and Herzegovina ITF/TMB/TR(2016)3/ADD24.*

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*(„Official Gazzete of BiH“, no:77/14)*

Pursuant to Article 5 of the Law on International and Inter-entity Transport by Road („Official Gazzete of BiH, no.:1/02 and 14/03), Minister of Communications and Transport of Bosnia and Herzegovina issues the following:

**RULEBOOK  
ON  
REQUIREMENTS FOR THE ISSUANCE OF LICENCES AND DRIVER  
QUALIFICATION CARDS**

**I. GENERAL PROVISIONS**

**Article 1.**

(Subject matter)

The Rulebook on requirements for the issuance of licences and driver qualification cards (hereinafter referred to as: „the Rulebook“) sets out the requirements for the issuance of licences and copies of licences for international road transport (hereinafter referred to as: „international transport“), requirements for accessing road transport activity and pursuing such an activity, conditions with regard to content and appearance of carrier licences, copies of licences, and record-keeping, as well as conditions for pursuing the occupation of driver engaged in international road transport in case drivers are required to hold a driving licence of C, CE, D or DE category or of relevant subcategory to drive a vehicle.

**Article 2.**

(Scope)

- (1) The present Rulebook shall apply to any natural and legal person (hereinafter referred to as: „carrier“) which is registered in Bosnia and Herzegovina and pursues the road transport activity.
- (2) The present Rulebook shall not apply to:
  - a) freight transport operations carried out exclusively by motor vehicles or combination of vehicles with maximum permissible weight not exceeding 3,5 tonnes,
  - b) freight or passenger transport operations carried out exclusively for non-commercial purposes,
  - c) transport of mail carried out as an universal service,
  - d) vehicles designed for transport of less than nine persons including the driver,
  - e) vehicles used for transport in cross-border areas, in accordance with international contracts and other regulations governing cross-border transport.

- f) specialized vehicle used for medical purposes,
- g) specialized vehicles used for transporting circus and fun-fair equipment,
- h) specially equipped vehicles intended for education when parked (bookmobile, etc.)
- i) specialized vehicle used for transporting money and valuables,
- j) specialized vehicles used in connection with flood protection, water, gas and electricity services, telegraph and telephone services, radio and television broadcasting,
- k) vehicle with maximum permissible speed not exceeding 45 km/h,
- l) vehicle used by or under the control of the armed forces, civil defence, fire services and forces responsible for maintaining public order,
- m) vehicles undergoing road tests for technical development, repair or maintenance purposes and new or rebuilt vehicles which have not yet been put into service,
- n) vehicles used for transporting human remains.

### **Article 3.**

#### (Definitions)

Terms used in this Rulebook shall have the following meanings:

- a) **„licence“** – an authorization to perform international and inter-entity transport of passengers and goods by road;
- b) **„copy of licence“** – an authorization for a vehicle engaged in international and inter-entity transport of passengers and goods by road,
- c) **„carrier“** – natural person employed by an undertaking or, if that undertaking is a natural person, that person who manages transport activities of that undertaking;
- d) **„certificate of professional competence for transport manager“** – a document by which a person proves to have a required level of knowledge and practical skills for managing international transport undertaking;
- e) **„driver certificate of professional competence“** – a document by which a driver proves required level of knowledge and practical skills for operating a vehicle in international transport;
- f) **„driver qualification card“** – a document by which a driver proves professional competence for international transport.
- g) **„transport of persons for non-commercial purposes“** – transport operations carried out by a natural or legal person for its own account in connection with pursuing economic or other activities for which such person is registered, and the vehicles used for transport of goods are owned by the undertaking:
  - 1) hotels, motels and resorts when performing transport of persons who use hospitality and tourism arrangements of the transport operator, without picking up and transporting other persons.
  - 2) Air companies or agencies if perform transport of persons from an airport to a city and vice versa.
  - 3) health institutions when performing transport of patients and medical workers.

- 4) cultural, educational and sport associations and other institutions when performing transport of pupils, students, teaching staff, protégés or members of associations,
  - 5) companies, institutions and other legal persons when transporting their employees and employees' families for vacation and recreational purposes, without picking up and transporting other persons,
  - 6) companies and other legal persons when transporting their employees to and from work, without picking up and transporting other persons.
- h) **„transport of goods for non-commercial purposes“** – transport operations carried out by a natural or legal person for its own account in connection with pursuing economic or other activities for which such person is registered, and the vehicles used for transport of goods are owned by the undertaking, where:
- 1) the carrier is at the same time the user of transport services or a contracting party to a separate contract, waybill or consignment note,
  - 2) the goods carried are the property of the undertaking or have been sold, bought, let out on hire or hired, produced, extracted, processed or repaired by the undertaking,
  - 3) the purpose of the transport must be to carry the goods to or from the undertaking or to move them, either inside the undertaking or outside for its own requirements.
  - 4) motor vehicles used for such transport must be driven by employees of the undertaking or the staff put at its disposal under contractual obligation,
  - 5) such transport is just an ancillary activity within the activities of the undertaking.

## **II. TRANSPORT OPERATOR LICENCE**

### **Article 4.**

(Carrier licence)

- (1) Upon the application made by a carrier, the Ministry of Communications and Transport of Bosnia and Herzegovina (hereinafter referred to as „the Ministry“) shall issue a licence for international transport (hereinafter referred to as „the Licence“) to the carrier, as well as adequate number of copies of the licence, provided that the carrier meets requirements laid down in this Rulebook.
- 2) The licence which has been issued shall be kept by the carrier. The carrier shall be also issued with the number of copies of the licence corresponding to the number of vehicles at the disposal of the licence holder, whether those vehicles are wholly owned or held under a hire or leasing contract.
- 3) The licence and each copy of the licence shall bear a serial number, a seal and a signature of the issuing authority.
- 4) The licence shall be issued in the name of the carrier and shall be non-transferable. The copy of the licence must be kept in the vehicle.
- 5) In the case of a coupled combination of vehicles, the copy of the licence must be kept on the motor vehicle and shall be valid for the combination of vehicles even when the trailer or the semitrailer is not registered in the name of the licence holder.

- 6) The application for licence and copies of the licence referred to in Paragraph 1 of this Article, shall be submitted on the form given in Annex 1 and 2 of this Rulebook and constitutes an integral part thereof.

#### **Article 5.**

(Types of licences)

- (1) The licence shall be issued for the following types of transport:
- a) international transport of passengers and
  - b) international transport of goods.
- (2) The licence referred to in Paragraph 1 of this Article shall also cover appropriate inter-entity transport operations.

#### **Article 6.**

(Requirements in order to obtain a licence)

In order to obtain the licence, a carrier must meet the requirements with regard to:

- a) place of establishment;
- b) good repute;
- c) financial standing and
- d) professional competence.

#### **Article 7.**

(Licence validity period)

- (1) Upon the request of a carrier, and after it has been verified that the requirements laid down in this Rulebook are satisfied, the licence is issued for a period of 10 years from the day of its issuance,
- (2) Requirements for obtaining the licence must continue to be satisfied for the duration of the licence.
- (3) After submitting an application for licence renewal, it must be verified whether all requirements have been met as in the event of submission of the first application for licence.

#### **Article 8.**

(Conditions relating to the requirement of establishment)

A carrier must have an establishment or a permanent residence in Bosnia and Herzegovina with premises in which it keeps its business, accounting, personnel management documents, as well as documents containing data relating to the driving time and rest periods, and other required documents to which the competent authority must have access, which the carrier will prove by relevant documents and a statement.

## **Article 9.**

(Conditions relating to the requirement of good repute)

- (1) A legal or natural person and transport manager is not of good repute if:
  - 1) convicted of criminal offences against labour and social security, environmental, public safety, road traffic safety, property, economy, official duty issues and forgery,
  - 2) incurred safety measure banning it from pursuing road transport activity,
  - 3) sentenced to prison for a term of more than one year for other criminal offences.
- (2) Good repute is proved by the Criminal Record Statement, which, on the day of submitting the licence application must not be older than three months from the day of its issuance.

## **Article 10.**

(Conditions relating to the requirement of financial standing)

A carrier has financial stability if:

- a) on the day of the application he disposes of the capital assets, expressed in KM, amounting to minimum 9.000,00 EUR for the first vehicle and 5.000,00 EUR for each additional motor vehicle, at the exchange rate of the Central Bank of Bosnia and Herzegovina on the day of the application, which the carrier will prove by submitting at least one of the following documents ( in original or certified photocopy), the value of which is cumulatively summed up:
  - 1) excerpt from the relevant register on the amount of share capital;
  - 2) balance sheet and income statement, submitted to the competent tax authority for the last accounting period prior to submitting the application;
  - 3) evaluation of the unencumbered real property owned by the carrier, expressed in terms of money by the certified court expert;
  - 4) contract on special-purpose bank deposit, at least for the licence validity period;
  - 5) certificate on available financial assets, bank guarantee or a guarantee from another financial institution on credit worthiness, at least for the licence validity period;
- b) has no overdue liabilities to the competent indirect and direct taxation authorities for the period of more than three months.

## **Article 11.**

(Conditions relating to professional competence)

- (1) A carrier is deemed to have met the condition of professional competence if he has permanently employed a transport manager who has passed a professional competence examination, unless otherwise specified in this Rulebook.
- (2) The transport manager must have permanent residence or be granted temporary residence together with a work permit in his possession in Bosnia and Herzegovina.
- (3) As an exception to the provisions of Paragraph (1) of this Article, the transport manager may be hired, in line with the current labour law for managing transport activities, by up to two transport operators, with total maximum fleet of 20 vehicles which he may manage.

## **Article 12.**

(Motor vehicles)

- (1) A carrier must have at its disposal (whether wholly owned or held under a leasing contract or a hire-purchase contract) an appropriate motor vehicle registered in Bosnia and Herzegovina for international transport of passengers and goods.
- (2) For vehicles referred to in Paragraph 1 of this Article, the carrier must also provide a certified copy of a vehicle registration certificate.
- (3) If the carrier uses a vehicle under a hire-purchase contract, he is required to provide, along with the application, the contract regulating mutual rights and obligations.
- (4) The same vehicle may not be at disposal of two or more carriers at the same time.
- (5) At any time during the licence validity period, the transport operator is required to dispose with at least as many must registered motor vehicles referred to in Paragraph (1) of this Article as the number of copies of licences in its possession, of which he shall be required to inform the Ministry.

## **Article 13.**

(Application for licence)

- (1) An application for licence and true copy of licence, accompanied by documents proving compliance with requirements laid down in this Rulebook, shall be submitted to the Ministry or competent entity ministries or a body of BiH Brčko District (hereinafter referred to as: BiH District).
- (2) The authority that has received the carrier's application shall process submitted documents and record data in the data base using a single information system.
- (3) In addition to the licence application, the carrier is required to prove, which he will do by presenting certificates not older than 30 days, that it has no overdue liabilities for a period of more than three months to the competent indirect and direct taxation authorities.
- (4) If the applicant meets the requirements laid down in this Regulation, the Ministry brings the decision to award a licence, after which it issues the licence for international road transport and the appropriate number of copies of the licence, and delivers them by mail to the applicant's address.
- (5) If the applicant meets the requirements laid down in this Regulation, the authority that has received the application may issue a certificate on the form given in Attachment 3 of this Rulebook, which constitutes an integral part thereof, from which it can be seen that all licence requirements have been met, and which will be valid for transport purposes until the licence and copy of licence have been issued, but no longer than 30 days from the day of its issuance.
- (6) The documents received by the competent entity ministries shall be delivered, together with applications, at least twice a year to the Ministry for archiving.
- (7) The appearance, content and security features of the licence and copy of licence are given in the Attachments 4,5,6,7 and 8 of this Rulebook and constitute an integral part thereof.

#### **Article 14**

(Licence fee)

- (1) For the purposes of issuing and production of licences and/or copies of licences a carrier is required to pay a fee, the amount of which is to be determined by the Council of Ministers of Bosnia and Herzegovina, as proposed by the Ministry, (hereinafter referred to as: the Council of Ministers).
- (2) The funds collected on the basis of income referred to in Paragraph 1 shall be used as determined by a special decision of the Council of Ministers, as proposed by the Ministry.

#### **Article 15.**

(Temporary withdrawal of the licence)

- (1) In case that one or more licence requirements are no longer satisfied, which is to be determined *ex officio* or by competent authorities, the Ministry brings the decision on temporary withdrawal of the licence, and sets a time limit, which shall not exceed one month, during which an applicant must prove that he satisfies licence requirements.
- (2) The decision on temporary withdrawal of the licence requires a carrier to return the licence and all documents issued on the basis of that licence, within eight days from the day of the receipt of the said decision.
- (3) After the decision on temporary withdrawal of the licence has become final, the Ministry shall deliver it to the competent inspection authorities of Bosnia and Herzegovina.

#### **Article 16.**

(Withdrawal of the licence)

- (1) The Ministry shall bring the decision on withdrawal of the licence in the following cases:
  - (a) when determined that the licence was issued based on incorrect and/or forged information provided by a carrier;
  - (b) carrying out transport operations not authorised by the licence;
  - (c) carrying out transport operations after the licence has been temporary withdrawn and/or despite failure to correct deficiencies within the set deadline;
  - (d) misuse of the copy of licence
- (2) The carrier whose licence has been withdrawn may not be issued with a new licence for the period of two years from the day of withdrawal of the licence.
- (3) After the decision on withdrawal of the licence has become final, the Ministry shall deliver it to the competent inspection authorities of Bosnia and Herzegovina.

#### **Article 17.**

(Lost, stolen, destroyed or damaged licence and/or copy of licence)

- (1) A carrier is obliged, within eight days from the day of loss, theft or destruction of the licence and/or the copy of licence, to declare the licence and/or the copy of licence invalid in one of the official gazettes of Bosnia and Herzegovina.



- (2) In addition to the application for reissue of the licence, the carrier is obliged to submit the evidence of making the declaration referred to in Paragraph (1) of this Article.
- (3) In case of a damaged licence, the carrier is obliged to submit it to the Ministry, after which he will have his licence and/or a copy of licence reissued.

### **Article 18.**

(Cessation of validity of the licence and/or of the copy of licence)

- (1) The licence for international transport shall cease to be valid:
  - a) when one or more requirements laid down in this Rulebook, based on which the licence was awarded, are no longer satisfied,
  - b) upon the request of a carrier,
  - c) by removing a carrier's entry from the court register or any other register in which the carrier is registered,
  - d) upon the expiry of the validity period,
  - e) by final decision on licence withdrawal.
- 2) A special decision shall be issued with regard to the licence validity cessation.

### **Article 19.**

(Change of information)

In case of any change in the information used for the issuance of the licence and copies of licence, a carrier who has been awarded with the licence and copies of licence is required to notify the Ministry thereof within fifteen days from the day the change took place.

### **Article 20.**

(Documents to be kept in the vehicle)

While carrying out international road transport, apart from documents prescribed by other regulations, a carrier must keep in its vehicle the following documents:

- a) the copy of licence and
- b) in case of a hired vehicle, the valid vehicle hire contract.

## **III DRIVER QUALIFICATION CARD**

### **Article 21.**

( Requirements to obtain a driver qualification card)

- (1) The requirements for obtaining a driver qualification card, in terms of this Rulebook, shall be determined by the Ministry on the basis of:
  - a) proof of permanent residence or a working permit in Bosnia and Herzegovina,

- b) proof of the right to drive a motor vehicle, at least C1 subcategory for the transport of goods and/or at least D1 subcategory for the transport of passengers, issued by the competent authority in Bosnia and Herzegovina,
  - c) a proof of completed secondary level education for a driver, minimum III degree, and
  - d) driver professional competence certificate, unless otherwise laid down in this Rulebook.
- (2) A driver is allowed to possess only one driver qualification card valid for a period of five years.
- (3) A driver qualification card is renewed by issuing a new driver qualification card against presenting an evidence on completed periodic professional competence training referred to in Article 35 of this Rulebook.
- (4) The appearance, contents and safety features of the qualification card are given in the Attachments 8 and 9 of this Rulebook which constitute an integral part thereof.

## **Article 22.**

(Driver qualification card issuance)

- (1) The application for driver qualification card shall be submitted to the Ministry or the competent entity ministries or the authority of Brčko District.
- (2) The authority that has received the application shall process submitted documents and record data in the data base using a single information system.
- (3) If the applicant meets the requirements laid down in this Regulation, the authority that has received the application shall issue the certificate on the form given in the Attachment 3 of this Rulebook which constitutes an integral part thereof, and from which it is evident that all driver qualification card requirements have been met, and which will be valid for transport purposes until the driver qualification card has been issued, but no longer than 30 days from the day of its issuance.
- (4) If the applicant meets the requirements laid down in this Regulation, the Ministry brings the decision to award the driver qualification card, produces the card and delivers it, by mail, to the address of the natural person – the applicant.
- (5) The documents received with the applications shall be delivered twice a year at least to the Ministry for archiving in case such applications were received by an authority other than the Ministry.
- (6) The appearance and contents of the application for driver qualification card is given in the Attachment 10 of this Rulebook which constitutes an integral part thereof.

## **Article 23.**

(Driver qualification card issuance fee)

- (1) The applicant is required to pay the fee for issuing and producing a driver qualification card in the amount to be set in a special decision by the Council of Ministers, as proposed by the Ministry.

- (2) Intended purposes of the funds collected as a revenue referred to in Paragraph 1 of this Article shall be determined by a special decision of the Council of Ministers, as proposed by the Ministry.

#### **Article 24.**

(Lost, stolen, destroyed or damaged driver qualification card)

- (1) A carrier is obliged, within eight days from the day of loss, theft or destruction of the card to declare the card invalid in one of the official gazettes of Bosnia and Herzegovina.
- (2) In addition to the application for reissue of the card, a carrier is obliged to submit the evidence of making the declaration referred to in Paragraph (1) of this Article.
- (3) In case the card is damaged, a carrier is obliged to submit it to the Ministry, after which he will have his qualification card reissued.

#### **Article 25.**

(Driver qualification card withdrawal)

- (1) The Ministry shall bring the decision on withdrawal of the driver qualification card in the following cases:
- (a) when determined that the driver qualification card was issued based on incorrect and/or forged information;
  - (b) when a driver who has been issued with a driver qualification card transfers it, for any reason, to another driver;
  - (c) when a driver who has been issued with a driver qualification card, is using a driver qualification card issued to another driver;
- (2) A driver whose driver qualification card has been withdrawn may not be issued with a new card for the period of two years from the day of withdrawal of the card.
- (3) After the decision on withdrawal of the driver qualification card has become final, the Ministry shall deliver it to the competent inspection authorities of Bosnia and Herzegovina.

#### **Article 26.**

(Cessation of validity of a driver qualification card)

- (1) A driver qualification card for international transport shall cease to be valid:
- a) by cancellation,
  - b) upon the expiry of the validity period,
  - c) by final decision on driver qualification card withdrawal.

#### **Article 27.**

(Documents to be kept in the vehicle)

While carrying out international road transport, in addition to documents prescribed by other regulations the driver must keep in its vehicle the following documents:

- a) driver qualification card,
- b) valid Employment Contract concluded with the carrier whose vehicle is being operated,
- c) certified photocopy of the statement on paid contributions/insurance issued by the competent tax authority on the prescribed form.

#### **IV. PROFESSIONAL ORGANIZATIONS**

##### **Article 28.**

(Duties of professional organizations)

Professional organizations in charge of conducting transport manager professional competence examinations, initial and periodic trainings, and organizing and conducting the examination of drivers engaged in international road transport shall carry out the following duties:

- a) organizing and conducting Transport Manager examinations and examination for drivers engaged in international road transport,
- b) organizing and conducting initial professional training of drivers engaged in international road transport,
- c) organizing and conducting periodic professional training of drivers engaged in international road transport,
- d) establishing and maintaining the Transport Manager examinations database,
- e) issuing the Certificates of Professional Competence for Transport Manager and keeping records of such certificates,
- f) issuing the Certificates of Professional Competence for drivers and keeping records of such certificates,
- g) establishing and maintaining the professional training and examinations database, and keeping records of examinations conducted with respect to each candidate in chronological order,
- j) providing the Ministry at least once a year with the report on its work and conducted examinations and training,
- i) archiving all documentation and records.

##### **Article 29.**

(Requirements concerning professional organizations and professional examinations for transport manager in international road transport)

- (1) The duties concerning organization and conduct of examinations for transport manager, initial and periodic trainings and organization and conduct of examinations of drivers engaged in international road transport may be carried out by professional organizations authorised by the Ministry.
- (2) The authorization to perform duties referred to in Paragraph 1 of this Article shall be issued, upon the completion of the public call procedure, to the professional organization which:

- a) in the Decision on Registration of Legal Entity, in the section Activity, has following activities registered:
    - 1) adult education and other forms of education not defined by the level of education,
    - 2) technical and secondary vocational education,
    - 3) activities relating to driving schools or schools for drivers,
    - 4) developing, processing and maintaining of databases,
    - 5) publishing of books, magazines and similar periodical releases, in accordance with the regulations of the Entities and BiH Brčko District governing classification of activities, and that it is authorised by the competent entity, cantonal or BiH Brčko District authority to perform given activities.
  - b) employs expert personnel on permanent and full time basis for the purpose of conducting quality training in all relevant/thematic fields laid down in Annex 11 to this Rulebook, namely: no less than 10 employees with at least university degree or at least 240 ECTS credits, out of which at least five of them with a degree in traffic engineering and the others with a degree in mechanical engineering, economics, IT or in law;
  - c) is accredited by at least one international organization for professional competency acquisition programs, in line with European Union legislation;
  - d) has in place a program for acquiring initial and periodic professional training, in which the educational content, implementation plan and teaching methods are defined, and which has been prepared in accordance with the minimum requirements and the content of the training for the initial qualification and periodic trainings that are determined by a special decision of the Ministry;
  - e) has provided a dedicated space for professional training activities consisting of at least ten equipped classrooms with capacity of at least 20 seats per each classroom;
  - f) owns or leases at least one vehicle of categories C1, C1E, C, CE, D1, D1E, D and DE, which is equipped for training, that is, at least one vehicle of the category for which the professional training shall be carried out;
  - g) owns teaching materials and aids for the initial or periodic training programe, IT equipment and a programe for theory part of the training (computer and projector in a classroom), schemes of some vehicle assemblies (vehicle assemblies models of a full or reduced size, ie. engine, transmission ets), analogue and digital tachograph, professional literature covering all subject areas provided for in Annex 11 to this Rulebook;
  - h) has computer equipment which enables IT connectivity, consisting of at least 20 desktop or portable computers.
- (3) The professional organization whose basic activity is to perform duties referred to in Paragraph (2), indent a), points 1), 2) and 3) of this Article may be designated to perform duties referred to in Paragraph 1 of this Article.
- (4) The authorization to perform duties referred to in Paragraph 1 of this Article shall be issued by the Ministry for a period of five years, in respect of which a contract specifying rights and obligations shall be concluded.

- (5) The professional organization that has obtained the authorization to perform duties referred to in Paragraph 1 of this Article is required to comply at all times with the requirements for obtaining the authorization.

### **Article 30**

(Inspection and control of the enforcement of authorization )

- (1) The Ministry shall inspect and control the work of the professional organizations at least twice a year.
- (2) The authorization shall be withdrawn in case it is found that the professional organization fails to perform the duties referred to in Article 28 of this Rulebook or fails to comply with one or more requirements referred to in Article 29 of this Rulebook.

## **V. PROFESSIONAL TRAINING AND EXAMINATION**

### **Article 31.**

(Professional competence of transport manager)

- (1) In order to obtain the certificate of professional competence, a transport manager is required to have a minimum level IV of vocational education in transport engineering, unless otherwise specified in this Rulebook, as well as the knowledge provided for in Annex 11 to this Rulebook which constitutes an integral part thereof.
- (2) The knowledge is demonstrated at compulsory oral and written examinations in professional subjects, which are conducted by the authority appointed by the Ministry's decision.
- (3) The obligation to take the examination referred to in this Article does not apply to the transport manager who is appointed for natural and/or legal person registered to perform the activity of international road transport, and has maximum two motor vehicles.
- (4) The examinations referred to in Paragraph (2) of this Article shall be organized in accordance with Annex 12 to this Rulebook which constitutes an integral part thereof.

### **Article 32.**

(Certificate of professional competence for transport manager)

- (1) The Certificate of professional competence for transport manager shall be issued upon successfully passing the examination and shall not be transferable.
- (2) The contents and safety features of the certificate referred to in Paragraph (1) are provided for in Annex 13 and 15 to this Rulebook and constitute an integral part thereof.

### **Article 33**

(Exemption from the obligation to take the examination and the recognition of the certificate)

- (1) The obligation to take the professional competence examination for transport manager shall not apply with respect to:

- a) person with a minimum level VII of professional qualifications in road transport engineering, or, at least 240 ECTS credits earned in road transport engineering;
  - b) a person who has earned a university degree in law, economics, transport or mechanical engineering shall be exempted from taking the part of the examination dealing with subjects that person has already passed during his education;
  - c) a person with a minimum level VII of professional qualifications in road transport engineering, or, at least 180 ECTS credits earned in road transport engineering with, who can present an evidence of the continuous participation in international road transport operations within the last three years, which is proved by relevant documents;
  - d) a person with a minimum level IV of professional qualifications in road transport engineering, who can present an evidence of the continuous participation in international road transport operations within the last five years, which is proved by relevant documents;
  - e) a person with a minimum level III of professional qualifications in road transport engineering, who can present an evidence of the continuous participation in international road transport operations within the last seven years, which is proved by relevant documents;
  - f) a person who presents an evidence of the continuous managing the transport activities of a passenger or freight transport company for the last 10 years and before December 4, 2009.
- (2) A person who holds the certificate of professional competence for transport manager issued in a EU country shall take a written examination in relevant legislation of Bosnia and Herzegovina.

### **Article 34.**

(Initial professional training of drivers)

- (1) In order to obtain a certificate of professional competence a driver is required to possess the knowledge provided for in Annex 14, which constitutes an integral part of this Rulebook, and ensured through professional training.
- (2) After the professional training has been completed, the knowledge acquired shall be demonstrated in the compulsory written examination.
- (3) The driver certificate of professional competence shall be issued upon successfully passing the written examination and shall not be transferable.
- (4) The contents and safety features of the certificate referred to in Paragraph (3) of this Article are provided for in Annex 15 and 16 to this Rulebook and constitute an integral part thereof.
- (5) The obligation to acquire the initial professional competence for driver referred to in Paragraph (1) of this Article and to take the examination referred to in Paragraph (2) of this Article shall not apply to:
  - a) drivers who hold category D1, D1+E, D or D+E driving licence or the driving licence recognized as equivalent, issued not later than September 10, 2008.

- b) drivers who hold category C1, C1+E, C or C+E driving licence or the driving licence recognized as equivalent, issued not later than September 10, 2009.
- (6) In order to obtain the initial qualifications, a person holding the driver certificate of professional competence issued in a EU country is required to take a written examination in current legislation of Bosnia and Herzegovina.

### **Article 35.**

(Periodic professional training of drivers)

- (1) In order to obtain the certificate of periodic professional competence a driver is required to have a secondary school education for drivers - a minimum level III or qualified worker's level of vocational education (Skilled worker), as well as and knowledge provided for in Annex 11 which constitutes an integral part of this Rulebook, and such knowledge is acquired through professional training.
- (2) A driver is required to take periodic professional training at least once in every five years.
- (3) Upon completion of the periodic professional training, the certificate of professional competence valid for a period of five years shall be issued.

### **Article 36.**

(Professional examination and professional training price list)

- (1) As proposed by the Ministry, and with prior opinion of the competent authorities, the Council of Ministers shall by a special decision, establish a list of prices for:
  - a) professional examination and the certificate of professional competence for transport manager in international road transport;
  - b) initial qualification training for international road transport driver;
  - c) periodic professional training for international road transport driver;
  - d) professional examination and the certificate of professional competence for international road transport driver
- (2) The costs associated with the price list referred to in Paragraph (1) of this Article shall be borne by an applicant.
- (3) The funds collected on the basis of income referred to in Paragraph 1 shall be used by a special decision of the Council of Ministers, as proposed by the Ministry.

## **OTHER PROVISIONS**

### **Article 37.**

( Inspection)

- (1) The Ministry and the competent inspection authority in Bosnia and Herzegovina shall inspect carriers who have been awarded with the licence under the conditions prescribed in this Rulebook



- (2) Inspection referred to in Paragraph (1) of this Article carried out by the Ministry shall include at least 20 % of all carriers holding valid licences in one calendar year.

### **Article 38.**

(Electronic registers)

- (1) The Ministry shall store and publish in an electronic register the information about transport operators who were issued with licences.
- (2) Electronic registers shall contain the following information:
- a) the name and legal form of the undertaking;
  - b) the address of the undertaking's place of establishment,
  - c) first and last names of the transport managers appointed for the purpose of fulfilling the conditions of good repute and professional competence;
  - d) first and last names of the drivers holding driver qualification cards;
  - e) type of licence, number of the vehicle for which the licence is issued, the serial number of the licence and the copy of licence;
  - f) number, category and type of severe infringements resulting in conviction or in imposition of fine, or in suspension or revocation of the licence in the last two years;
  - g) first and last names of persons declared to be unfit to manage transport activities of an undertaking, until such time as those persons have restored their good repute.
- (3) Information referred to in Paragraph (1), point (d), (f) and (g) of this Article shall be available to the public in accordance with relevant provisions concerning the personal information protection.
- (4) In accordance with the current regulations governing the personal information protection and free access to information, the Ministry shall ensure that:
- a) each legal or natural person is granted the right to access information relating to them and is available to the Ministry;
  - b) each legal or natural person with incomplete or inaccurate information is entitled to request correcting, deleting or blocking the information relating to them.

## **TRANSITIONAL AND FINAL PROVISIONS**

### **Article 39.**

(Validity of existing licences)

- (1) Carrier licences and vehicle licences and driver qualification cards issued by the Ministry prior to entering into force of this Rulebook shall be valid until their expiry date.
- (2) Carrier licences and vehicle licences and driver qualification cards issued by the competent entity ministries and BiH Brčko District bodies prior to entering into force of this Rulebook shall be valid until 31<sup>st</sup> December 2014 for international road transport.
- (3) Driver qualification cards issued by the Ministry prior to entering into force of this Rulebook shall be valid until their expiry date, whereby the name of the carrier indicated

on the card shall not be taken into account in accordance with the provisions of this Rulebook.

#### **Article 40.**

(Existing regulations)

- (1) On the date of entering into force of this Rulebook, until such time as new regulations have been issued, the following shall remain valid:
  - a) The price list for professional training and examination of transport managers and drivers engaged in international road transport („Official Gazette of BiH, no:8/12) and
  - b) Decision on the amount of fee for the issuance of transport manager licences, licences for vehicles and driver qualification cards („Official Gazette of BiH, no:53/12).
- (2) Professional organizations holding a valid authorization to carry out activities/tasks of professional training and examinations of transport managers and drivers engaged in international road transport are required to submit, within 60 days from the date of entering into force of this Rulebook, the evidence of compliance with the requirements referred to in Article 29 of this Rulebook, and to bring their actions in line with the provisions of this Rulebook.

#### **Article 41.**

(Repeal)

- (1) The Rulebook on requirements and procedure for issuance of licences and driver qualification cards for international road transport („Official Gazette of BiH“, no.81/11, 105/12, 32/13, 76/13 and 18/14) shall be repealed as of the day of entering into force of this Rulebook.
- (2) All proceedings in which a final decision has not been made until the date of entry into force of this Rulebook, shall be concluded under the provisions of the Rulebook on requirements and procedure for issuance of licences and driver qualification cards for international road transport („Official Gazette of BiH“, no.81/11, 105/12, 32/13, 76/13, 18/14 and 39/14).

#### **Article 42.**

(Entry into force)

This Rulebook shall enter into force on the eight day following that of its publication in the „Official Gazette of BiH“.

No: 01-02-2-2789/14.

15<sup>th</sup> September 2014

Sarajevo

Minister

Damir Hadžić, s.r

**ANNEX 1**

(memorandum with information about carrier)

(Application place and date)

(Name and head office of the body to which the application is submitted)
--

**SUBJECT: APPLICATION FOR CARRIER LICENCE**

Carrier's name, ID number, address and telephone number

--

Type of transport for which the licence is required  
(indicate only the type of transport to which the application refers)

<input type="checkbox"/> <b>INTERNATIONAL ROAD TRANSPORT OF PASSENGERS</b>
<input type="checkbox"/> <b>INTERNATIONAL ROAD HAULAGE</b>

(In the table below please provide information about motor vehicles and trailers intended for international road transport)

No.	Registration number	Chassis number	Type of vehicle
01.			

\_\_\_\_\_  
(Signature and stamp  
of authorized  
officer)

**ANNEX 2**

(memorandum with information about carrier)

(Application place and date)

(Name and head office of the body to which the application is submitted)
--

**SUBJECT: APPLICATION FOR A COPY OF LICENCE**

Carrier's name, ID number, address and telephone number

--

Type of transport for which the licence is required  
(indicate only the type of transport to which the application refers)

<input type="checkbox"/> <b>INTERNATIONAL ROAD TRANSPORT OF PASSENGERS</b>
<input type="checkbox"/> <b>INTERNATIONAL ROAD HAULAGE</b>

(In the table below please provide information about motor vehicles and trailers intended for international road transport)

<b>No.</b>	<b>Registration number</b>	<b>Chassis number</b>	<b>Type of vehicle</b>
<b>01.</b>			<b>Motor vehicle/trailer</b>

\_\_\_\_\_  
(Signature and stamp  
of authorized  
officer)

**ANNEX 3**

**The Form of the Certificate on Received Application**

**On the day**

---

**the Carrier**

---

**Submitted to the following Authority**

---

**the Application for**

---

**The list of vehicles registered in the information system**

---

**The Certificate on Received Application shall be valid for transport operations until a licence and a copy of licence have been issued, but not later than**

---

**Signature of the authorized officer and stamp of the authority to which the application is submitted**

---

ANNEX 4

CARRIER LICENCE FOR INTERNATIONAL ROAD HAULAGE

№ 00000

**ВІН**      **MINISTARSTVO KOMUNIKACIJA I PROMETA**  
**МИНИСТАРСТВО КОМУНИКАЦИЈА И ТРАНСПОРТА**  
**MINISTRY OF COMMUNICATIONS AND TRANSPORT**

PRIJEVOZNIKU / ПРЕВОЗНИКУ / CARRIER

**NAZIV I SJEDIŠTE**

DODJELJUJE SE / ДОДЈЕЉУЈЕ СЕ / AWARDED TO

**L I C E N S A / Л И Ц Е Н Ц А / LICENCE**  
ZA OBAVLJANJE MEĐUNARODNOG CESTOVNOG PRIJEVOZA TERETA  
ЗА ОБАВЉАЊЕ МЕЂУНАРОДНОГ ДРУМСКОГ ПРЕВОЗА РОБА  
FOR INTERNATIONAL CARGO ROAD TRANSPORT

BROJ / БРОЈ / NUMBER

**00000**

DATUM IZDAVANJA / ДАТУМ ИЗДАВАЊА / DATE OF ISSUE

**00.00.0000.**

ROK VAŽENJA / РОК ВАЖЕЊА / PERIOD OF VALIDITY

**00.00.0000.**

OVLAŠTENA OSOBA / ОВЛАШЋЕНО ЛИЦЕ / AUTHORIZED PERSON

РЕЇАТ / ЖИГ / STAMP

**Characteristics of a carrier licence**

Carrier licence is made on a minimum 100 gram paper, A4 format with a touch of blue, yellow and white in bright tones, and having at least two security features.



ANNEX 6

COPY OF LICENCE FOR INTERNATIONAL ROAD HAULAGE

№ 00000

**BIH**      **MINISTARSTVO KOMUNIKACIJA I PROMETA**  
**МИНИСТАРСТВО КОМУНИКАЦИЈА И ТРАНСПОРТА**  
**MINISTRY OF COMMUNICATIONS AND TRANSPORT**

PRIJEVOZNIKU / ПРЕВОЗНИКУ / CARRIER

**NAZIV I SJEDIŠTE**

DODJELJUJE SE / ДОДЈЕЉУЈЕ СЕ / AWARDED TO

**IZVOD LICENCE / ИЗВОД ЛИЦЕНЦЕ / LICENCE COPY**  
ZA OBAVLJANJE MEĐUNARODNOG CESTOVNOG PRIJEVOZA TERETA  
ЗА ОБАВЉАЊЕ МЕЂУНАРОДНОГ ДРУМСКОГ ПРЕВОЗА ТЕРЕТА  
FOR INTERNATIONAL CARGO ROAD TRANSPORT

BROJ / БРОЈ / NUMBER

**00000**

DATUM IZDAVANJA / ДАТУМ ИЗДАВАЊА / DATE OF ISSUE

**00.00.0000.**

ROK VAŽENJA / РОК ВАЖЕЊА / PERIOD OF VALIDITY

**00.00.0000.**

OVLAŠTENA OSOBA / ОБЛАШЋЕНО ЛИЦЕ / AUTHORIZED PERSON

РЕЇАТ / ЖИГ / STAMP

**Characteristics of a carrier licence**

Carrier licence is made on a minimum 100 gram paper, A4 format with a touch of blue, yellow and white in bright tones, and having at least two security features



ANNEX 7

COPY OF LICENCE FOR INTERNATIONAL ROAD PASSENGER TRANSPORT

№ 00000

**BIH**      **MINISTARSTVO KOMUNIKACIJA I PROMETA**  
**МИНИСТАРСТВО КОМУНИКАЦИЈА И ТРАНСПОРТА**  
**MINISTRY OF COMMUNICATIONS AND TRANSPORT**

**PRIJEVOZNIKU / ПРЕВОЗНИКУ / CARRIER**

**NAZIV I SJEDIŠTE**

**DODJELJUJE SE / ДОДЈЕЉУЈЕ СЕ / AWARDED TO**

**IZVOD LICENCE / ИЗВОД ЛИЦЕНЦЕ / LICENCE COPY**  
**ЗА ОБАВЉАЊЕ МЕЂУНАРОДНОГ ЦЕСТОВНОГ ПРИЈЕВОЗА ПУТНИКА**  
**ЗА ОБАВЉАЊЕ МЕЂУНАРОДНОГ ДРУМСКОГ ПРЕВОЗА ПУТНИКА**  
**FOR INTERNATIONAL PASSENGER ROAD TRANSPORT**

**BROJ / БРОЈ / NUMBER**

**00000**

**DATUM IZDAVANJA / ДАТУМ ИЗДАВАЊА / DATE OF ISSUE**

**00.00.0000.**

**ROK VAŽENJA / РОК ВАЖЕЊА / PERIOD OF VALIDITY**

**00.00.0000.**

**OVLAŠTENA OSOBA / ОБЛАШЋЕНО ЛИЦЕ / AUTHORIZED PERSON**

**РЕЇАТ / ЖИГ / STAMP**

**Characteristics of a carrier licence**

Carrier licence is made on a minimum 100 gram paper, A4 format with a touch of blue, yellow and white in bright tones, and having at least two security features.

## **ANNEX 8**

### **SECURITY FEATURES OF A CARRIER LICENCE, COPY OF LICENCE AND DRIVER QUALIFICATION CARD**

(1) Carrier licence and a copy of licence must have at least three of the following security features:

- a) a hologram
- b) special fibres in the paper which become visible under the UV light
- c) at least one micro-printing line (printing visible only with a magnifying glass and not reproduced by photocopying machines)
- d) tactile signs, symbols or patterns
- e) double numbering – serial number and issue number
- f) security design background with fine guilloche patterns and rainbow printing

(2) As a security feature, a driver qualification card must have at least double numbering – serial number, issue number and bar code containing a single reference number of the driver.

## ANNEX 9

### Appearance



### Characteristics

Driver qualification card is made of PVC material, with dimensions of 86x54 mm and minimum thickness of 0,76 mm, with a touch of blue and yellow in bright tones.

**ANNEX 10**

(applicant's first name and last name)

(applicant's address, telephone number)

(place and date of the application)

(name and head office of the authority to which the  
application is submitted)

**SUBJECT: APPLICATION FOR DRIVER QUALIFICATION CARD**

Driver's first and last name and single reference number

---

(Applicant's  
signature)

## **ANNEX 11**

### **I THE LIST OF SUBJECTS REFERRED TO IN ARTICLE 31. OF THIS RULEBOOK**

The knowledge to be tested in the process of determining professional competence by the professional organizations appointed to organize the examination by the decision of the Minister of Communications and Transport, must cover the subjects for road transport listed below.

In relation to these subjects, the applicants for transport managers are required to obtain the level of knowledge and practical skills necessary for managing a transport undertaking.

#### **A. TRAFFIC LAW**

An applicant must, in particular, in relation to road haulage and passenger transport:

1. be familiar with the main types of contracts used in road transport, as well as with the rights and obligations arising therefrom;
2. be capable of entering into a legally valid transport contract, notably with regard to conditions of transport;

In relation to road haulage:

3. be able to consider a claim regarding compensation for injury to passengers or damage to their baggage caused by an accident during transport or regarding compensation for delays in delivery, and to understand how such a claim affects his contractual liability;
4. be familiar with the rules and obligations arising from the CMR Convention on the Contract for the International Transport of Goods by Road;

In relation to road passenger transport:

5. be able to consider a claim regarding compensation for injury to passengers or damage to their baggage caused by an accident during transport or regarding compensation for delays in delivery, and to understand how such a claim affects his contractual liability.

#### **B. COMMERCIAL LAW**

An applicant must, in particular, in relation to road haulage and passenger transport:

1. be familiar with the conditions and formalities set forth with regard to pursuing business operations, general obligations of carriers (registration, record keeping, etc) and with the consequences of bankruptcy;
2. have appropriate knowledge on the various forms of commercial companies and the rules governing their constitution and operation.

#### **C. SOCIAL LAW**

An applicant must, in particular in relation to road haulage and passenger transport:

1. the role and function of the various social institutions which are concerned with road transport (trade unions, works councils, trade union representatives, labour inspectors, etc.);
2. employer's social security obligations;

3. the rules governing work contracts for the various categories of workers employed by road transport undertakings (form of the contract, obligations of the parties, working conditions and working hours, paid leave, remuneration, breach of contract, etc.);
4. the rules applicable to the driving time, rest periods and working time, in particular the Law on working time and mobility of workers and recording devices in road transport, and secondary legislation deriving from this Law.

#### **D. FISCAL LAW**

The applicant must, particularly in relation to road haulage and passenger transport, be familiar with the rules governing:

1. value added tax (VAT) on transport services;
2. motor vehicle tax;
3. tolls and infrastructure user charges;
4. income tax.

#### **E. BUSINESS AND FINANCIAL MANAGEMENT OF THE UNDERTAKING**

The applicant must, particularly in relation to road haulage and passenger transport:

1. be familiar with the laws and procedures regarding the use of bills of exchange, credit cards and other means or methods of payment;
2. be familiar with various forms of credit (bank credit, documentary credit, guarantee deposit, mortgages, leasing, renting, factoring, etc), as well as with the charges and obligations arising therefrom;
3. know what a balance sheet is, how it is made and how to interpret it;
4. be able to read and interpret a profit and loss account;
5. be able to assess the undertaking's profitability and financial position, in particular on the basis of financial indicators;
6. be able to prepare a budget;
7. be familiar with the elements of cost of the undertaking (fixed costs, variable costs, working capital, depreciation, etc) and be able to calculate costs per vehicle, per kilometre, per journey and per tonne;
8. be able to draw up an organization chart relating to the undertaking's personnel as a whole and to prepare work plans;
9. be familiar with the principles of marketing, publicity and public relations, including transport services, sales promotion and the preparation of customer files, etc;
10. be familiar with various types of insurance typical for road transport (liability insurance, accident insurance, life insurance, non-life insurance, luggage insurance), as well as with guarantees and obligations arising therefrom;
11. be familiar with the applications of electronic data transmission in road transport.

In relation to road haulage:

12. be able to apply the rules governing the invoicing of road haulage services and know the meaning and implications of Incoterms;
13. be familiar with various categories of transport auxiliaries, their role, function and, if needed, their status;
14. be able to apply the rules governing fares and pricing in public and private transport of passengers;
15. be able to apply rules governing the invoicing of road passenger transport services.

## **F. ACCESS TO MARKET**

The applicant must, in particular, in relation to road haulage and transport of passengers, be familiar with:

1. profession rules governing the activity of road transport with regard to special transport, industrial vehicles rental and subcontracting, notably the rules regulating the official organization of the activity, the issuance of licences to perform the activity, inspection and penalties;
2. rules for setting up a road transport undertaking;
3. various documents required for provision of road transport services, and to be capable of introducing checking procedures in order to ensure that the approved documents relating to each transport operation, in particular documents concerning the vehicle, driver, cargo and luggage, are kept on both the vehicle and the premises of the undertaking;

In relation to road transport of passengers:

6. the rules on the organization of the road passenger transport market;
7. the rules for introducing road passenger transport services, and know how to prepare transport plans.

## **G. TECHNICAL STANDARDS AND TECHNICAL ASPECTS OF OPERATION**

The applicant must, in particular, in relation to road haulage and passenger transport:

1. be familiar with the rules concerning the permitted weights and dimensions of vehicles and the procedures to be followed in the case of abnormal loads which constitute an exception to these rules;
2. be able to choose vehicles and vehicle components (chassis, engine, transmission, braking system) in line with the needs of the undertaking;
3. be familiar with the formalities with regard to the type approval, registration and technical inspection of these vehicles;
4. understand what measures must be taken to prevent air pollution by motor vehicle exhaust emissions and to reduce noise;
5. be able to prepare the regular maintenance plans for vehicles and their equipment;

In relation to road haulage:

6. be familiar with various cargo-handling and loading devices (tailboards, containers, pallets, etc), and be able to put in place procedures and to give instructions for loading and unloading of cargo (load distribution, stacking, stowing, blocking and chocking, etc);
7. be familiar with the various techniques of 'piggy-back' and roll-on roll-off combined transport
8. be able to implement procedures to comply with the rules on the transport of dangerous goods and waste
9. be able to implement procedures to comply with the rules on the carriage of perishable foodstuffs, notably those arising from the Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be used for such Carriage (ATP));
10. be able to implement procedures to comply with the rules on the transport of live animals.

## **H. ROAD SAFETY**

The applicant must, in particular, in relation to road haulage and passenger transport:

1. know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness, etc.);
2. be able to take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions and restrictions in force in different Member States (speed limits, priorities, waiting and parking restrictions, use of lights, road signs, etc.);
3. be able to draw up instructions for drivers to check their compliance with the safety requirements concerning the condition of the vehicles, their equipment and cargo, and concerning preventive measures to be taken;
4. be able to lay down procedures to be followed in the event of an accident and to implement appropriate procedures to prevent the recurrence of accidents or serious traffic offences;
5. be able to implement procedures to properly secure goods and be familiar with the corresponding techniques;

In relation to road passenger transport:

6. have elementary knowledge of the layout of the road network in the EU.



## **ANNEX 12**

### **ORGANIZATION OF THE EXAMINATION REFERRED TO IN ARTICLE 31. AND 34. OF THIS RULEBOOK**

1. The professional organizations, referred to in Article 29 of this Rulebook, appointed by the decision of the Minister of Communications and Transport of Bosnia and Herzegovina, shall conduct, under the supervision of the Ministry of Communications and Transport, compulsory examination to determine whether the applicant have achieved the required level of knowledge in subjects listed in Annex 6 and 10.

(a) The compulsory written examination will involve two tests, namely::

(i) written questions consisting of either multiple choice questions (each with four possible answers), questions requiring direct answers or a combination of both systems;

(ii) written exercises/case studies.

The minimum duration of each test will be two hours.

(b) Applicants for professionally competent drivers shall take only te first test.

3. Applicants for transport managers and professionally competent drivers must obtain an average of at least 60 % of the total number of marks to be given, whereas, with regard to transport manager tests, the total number of marks obtained in each individual test must represent at least 50% of the total number of marks possible.

**ANNEX 13**



Name and/or logo of the competent authority appointed by decision of the Minister for Communications and Transport of

Pursuant to Article 32. of the Rulebook on Conditions for the Issuance of Licences and Driver Qualification Card, in accordance with the Decision of the Ministry of Communications and Transport of Bosnia and Herzegovina number \_\_\_\_\_ of --.--.(date), (name of the professional organization) hereby issues

**CERTIFICATE<sup>1</sup>  
OF PROFESSIONAL COMPETENCE FOR TRANSPORT MANAGER**

Certifying that (first and last name), born in (place) --.--., (examination date) has successfully passed the examinations of knowledge required for obtaining the certificate of professional competence for transport manager in international road transport, in accordance with the Rulebook on Conditions for the Issuance of Licences and Driver Qualification Cards.

This Certificate constitutes the sufficient proof of professional competence for transport manager in international road transport, and shall be valid until--.--.

Number:  
Issued at (place), on --.--. (date).

(signature of person/s in charge for examination)  
(stamp of the competent authority)

---

<sup>1</sup>The Certificate must be made on cellulose paper 100 g/m<sup>2</sup> or more, Colour Pantone stout fawn, format A 4. The wording of the Certificate must be in one of the official languages of Bosnia and Herzegovina.

## **ANNEX 14**

### **I THE LIST OF SUBJECTS REFERRED TO IN ARTICLE 34. OF THIS RULEBOOK**

The knowledge to be tested in the process of determining professional competence of drivers by the professional organizations appointed to organize the examinations and training by the decision of the Minister of Communications and Transport, must cover the subjects for road transport listed below, and, in relation to these subjects, the applicants for professional drivers are required to obtain the level of knowledge and practical skills necessary for operating a motor vehicle in international road transport.

#### **A. TRAFFIC LAW**

The applicant must, in particular, in relation to road haulage and passenger transport:

1. be familiar with the provisions of the Law on International and Inter-entity road transport and its secondary legislation;
2. be familiar with the provisions of the Law on Road Traffic Safety in Bosnia and Herzegovina and its secondary legislation;

In relation to road haulage:

3. be familiar with rules and obligations arising from the CMT Convention on the Contract for the International Transport of Goods by Road;
4. be familiar with the provisions of the applicable ECMT Multilateral Quota Guide;

In relation to road passenger transport:

5. be familiar with the provisions of the INTERBUS Agreement.

#### **B. SOCIAL LAW**

The applicant must, in particular, in relation to road haulage and passenger transport, be familiar with the following:

1. the role and function of the various social institutions which are concerned with road transport (trade unions, works councils, shop stewards, labour inspectors, etc.);
2. the employers' social security obligations;
3. the rules governing work contracts for the various categories of worker employed by road transport undertakings (form of the contracts, obligations of the parties, working conditions and working hours, paid leave, remuneration, breach of contract, etc.);
4. the rules applicable to driving time, rest periods and working time, and in particular the provisions of the Law on working time of mobile workers and recording devices in road transport, and secondary legislation arising therefrom.

#### **C. FISCAL LAW**

The applicant must, in particular, in relation to road haulage and passenger transport, be familiar with the rules governing the tolls and infrastructure user charges.

## **D. TECHNICAL STANDARDS AND TECHNICAL ASPECTS OF OPERATION**

The applicant must, in particular, in relation to road haulage and passenger transport:

1. be familiar with the rules concerning the permitted weights and dimensions of vehicles and the procedures to be followed in the case of abnormal loads which constitute an exception to these rules
2. be able to choose vehicles and their components (chassis, engine, transmission system, braking system, etc.) in accordance with the needs of road haulage and passenger transport;
3. be familiar with the formalities relating to the registration and technical inspection of these vehicles;
4. be able to draw up regular maintenance plans for the vehicles and their equipment;

in relation to road haulage:

5. be familiar with the different types of cargo-handling and loading devices (tailboards, containers, pallets, etc.) and be able to introduce procedures and issue instructions for loading and unloading goods (load distribution, stacking, stowing, blocking and chocking, etc.);
6. be familiar with the various techniques of combined transport;
7. be able to implement procedures to comply with the rules on the carriage of dangerous goods and waste;
8. be able to implement procedures to comply with the rules on the carriage of perishable foodstuffs, notably those arising from the Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be used for such Carriage (ATP);
9. be able to implement procedures to comply with the rules on the transport of live animals.

## **E. ROAD SAFETY**

The applicant must, in particular, in relation to road haulage and passenger transport:

1. know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness, etc.);
2. be able to take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions and restrictions in force in different Member States (speed limits, priorities, waiting and parking restrictions, use of lights, road signs, etc.);
3. be able to lay down procedures to be followed in the event of an accident and to implement appropriate procedures to prevent the recurrence of accidents or serious traffic offences
4. be able to implement procedures to properly secure goods and be familiar with the corresponding techniques;

in relation to road passenger transport:

5. have elementary knowledge of the layout of the road network in the EU.

## **ANNEX 15**

### **SECURITY FEATURES OF THE CERTIFICATE ON PROFESSIONAL COMPETENCE FOR TRANSPORT MANAGER AND PROFESSIONAL COMPETENCE FOR DRIVER**

The certificate of professional competence for transport manager and professional competence for driver must have at least two of the following security features:

- a) a hologram
- b) special fibres in the paper which become visible under UV light
- c) at least one microprint line (printing visible only with a magnifying glass and not reproduced by photocopying machines)
- d) tactile characters, symbols or patterns
- e) double numbering: serial number and issue number
- f) a security design background with fine guilloche patterns and rainbow printing

## ANNEX 16



Name and/or logo of the competent authority appointed by decision of the Minister of Communications and Transport of Bosnia and Herzegovina

Pursuant to Article 32. of the Rulebook on Conditions for the Issuance of Licenses and Driver Qualification Cards, in accordance with the Decision of the Ministry of Communications and Transport of Bosnia and Herzegovina number \_\_\_\_\_ of --.--.(date), (name of the professional organization) hereby issues

### **CERTIFICATE<sup>2</sup> ON PROFESSIONAL COMPETENCE FOR DRIVER**

Certifying that (first and last name), born in (place) --.--., (examination date) has successfully passed the examinations of knowledge required for obtaining the certificate of professional competence for driver in international road transport, in accordance with the Rulebook on Conditions for the Issuance of Licences and Driver Qualification Cards.

This Certificate constitutes the sufficient proof of professional competence for driver in international road transport, and shall be valid until--.--.

Number:

Issued at (place), on --.--. (date).

(signature of person/s in charge for examination)  
(stamp of the competent authority)

---

<sup>2</sup>The Certificate must be made on cellulose paper 100 g/m<sup>2</sup> or more, Colour Pantone stout fawn, format A 4. The wording of the Certificate must be in one of the official languages of Bosnia and Herzegovina.