



**GOVERNMENT OF BERMUDA**  
**MINISTRY OF TOURISM AND TRANSPORT**

**PATI Information Statement**

**Name of Public Authority:** Public Service Vehicles Licensing Board

**Introduction:**

The Public Service Vehicles Licensing Board has an information statement to provide the public with the right to obtain access to information, to increase transparency, and to inform the public about the activities of the Board, including the manner in which decisions are made.

This statement comprises:

1. the organizational structure of the Public Service Vehicles Licensing Board;
2. the function of the Public Service Vehicles Licensing Board;
3. the functions, powers, duties and obligations;
4. a summary of services provided;
5. records and documents held;
6. an account of the policies, rules and guidelines used for decision-making; and
7. contact information for anyone wishing to access information from the Board.

Under the Act, Bermudians and Bermuda residents have the right to request and have access to any record held by a public authority, other than an exempt record. Some records fall within Part 4 of the Act, such as information received in confidence pursuant to Section 26 and information related to the deliberative process pursuant to Section 29. Therefore, not all records can be accessed:

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

Under section 28(2) of the Motor Car Act 1951, the Board shall have no less than 5 and no more than 11 members.

**Mr. Roy Wright - Chairman**

**The Hon. Kim Swan, JP, MP – Deputy Chairman**

Mr. Calvin Simons

Mr. David Burgess

Mr. Ivan Smith

Mr. Martin Johnson

Mr. Noreco Burgess

Mr. Peter Shaw

Ms. Janet Smith Bradshaw

Mrs. Leleath Bailey

Ms. Shari-Lynn Pringle

**Legislation:**

The Public Service Vehicles Licensing Board is a Board established under section 28 of the Motor Car Act 1951.

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

The Public Service Vehicles Licensing Board is the authority responsible for: licensing the use of public service vehicles (airport limousines, limousines, taxis, minibuses); and, the issuance, suspension, and or cancellation of public service vehicle driver's licences. Board members have the powers and discharge the duties conferred or imposed by or under sections 32, 32A, 33, 34, 35, 36, 36A, 36B, 36C, 36D, 36E 90(1), 90(4), 90(5), 90(6) of the Motor Car Act 1951 and any other enactment.

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

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

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - General information, e.g. activities of the Authority
  - Log of all information requests and their outcome
  - Quarterly expenditure (upon request) [s6(5)]
  - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
  - **Fees** for Requests for information
  - Management and maintenance of **records**
  - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

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

Provisions of the Motor Car Act 1951 apply – see Section B,1) above.

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

- General Correspondence
- Minutes
- Reports

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

Provisions of the Motor Car Act 1951 apply – see Section B,1) above.

**Section F: Decision-making documents [s5(1)f]**

Provisions of the Motor Car Act 1951 apply – see Section B,1) above.

**Section G: The Information officer [s5(1)g]**

**Contact Information:** All requests for information should be sent to:

Chairman  
Public Service Vehicles Licensing Board  
C/o Transport Control Department  
11 North Street  
Hamilton HM17  
Bermuda  
Tel: 441-292-1271  
Email: [ldurrant@gov.bm](mailto:ldurrant@gov.bm)

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

Request for information are facilitated by the Transport Control Department's PATI Officer on behalf of the Public Service Vehicles Licensing Board Chairman.

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

The Public Service Vehicles Licensing Board has standing meetings monthly on the third Tuesday at the Transport Control Department. Additional meetings are scheduled from time to time to meet demand. Fees are paid to members of the Board in accordance with the Government Authorities (Fees Act 1971).

Hearings by the Board of applications for public service vehicle permits are open to the public.

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

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

**Date Information Statement was updated:** 28 December 2018

**Locations of Information Statement:**

- Principal office: Transport Control Department, 11 North Street, Hamilton HM 17, Bermuda Y
- The Bermuda National Library; Y
- The Bermuda Archives; Y
- Available electronically, Y
- Website for public authority: N/A
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y
- With the Information Commissioner. Y

**Sign and Date:**