



Directive number 155/2024

**Addis Ababa City Administration's Motorcycle and Electric
Motorcycle transport Service Delivery**

Whereas it has been necessary to minimize the unnecessary impact of motorcycles moving within the city administration's limit on residents of the city and flow of traffic upon learning that different parts of the city's public have been facing social and economic problems following enforcement of Motorcycle licensing and control Directive no. 04/2011 which resulted in the disruption of the service and therefore necessitating establishment of a system whereby the service is regulated systematically and delivered through legal structure and license;

Whereas Considering the findings of pre-directive assessment that changes are needed due to situational changes which in turn requires improvement in contents of the directive; taking into account the provision concerning electric motorcycle where it is provided that any motorcycle is needed to be changed into electric powered motor cycle and that after such time license shall only be granted to electric motorcycles;

Now therefore the Addis Ababa City Administration Transport Bureau enacted this directive in accordance with Article 16 Sub Article 2 (E) of Proclamation no. 84/2016.

Part One

General Provisions

1. Short Title

This Directive may be cited as “Addis Ababa City Administration’s Motorcycle and Electric Motorcycle Transport Service Delivery Directive number 155/2024”

2. Definitions

Unless the context of the word or phrase provides a different meaning otherwise, in this Directive

1. "**City**" means the Addis Ababa City Administration;
2. "**Bureau**" means the Addis Ababa City Administration Transport Bureau;
3. "**Authority**" means Addis Ababa City Traffic Management Authority;
4. "**Operation Sector**" means the department established in the Bureau with the mandate to supervise the organization, deployment and monitoring as well as supervision of deployment of public and freight transport;
5. "**Operator**" means a vehicle owners association or organization registered and issued with Competency Assurance Certificate to provide transportation service of commercial motorcycle and electric motorcycle;
6. "**Competency Assurance Certificate**" means a certificate issued by the Bureau to associations and organizations engaged in delivery of motorcycle or electric motorcycle transportation services;
7. "**User**" means an individual or operator who installs motorcycle and electric motorcycle tracking system technology or GPS and who is licensed to operate within the city’s limit using motorcycles and electric motorcycle registered in the name of an individual, organization and association;

8. "**Uniform**" means a distinct work cloth that makes it possible to specifically identify the motorcycle or electric motorcycle driver of a given institution or organization;
9. "**Motorcycle**" means a two-wheeled motor-powered vehicle with maximum weight of 400 kg, excluding its side car;
10. "**Electric Motorcycle**" means a two-wheeled electric powered motor vehicle with maximum weight of 250 kg;
11. "**Motorcycle and Electric Motorcycle Tracking System**" means a data transmitting technology which is employed to track the movement of a motorcycle or electric motorcycle;
12. "**Motorcycle and Electric Motorcycle Control System**" means the technology employed using GPS technology and that provide capability to control the movement of a motorcycle or electric motorcycle by signaling red light when such motorcycle or electric motorcycle is being driving over the speed limit;
13. "**Enforcer/Controller**" means a Traffic Management Authority or a member of the police force assigned by the relevant office authorized under the relevant laws to enforce/control compliance of the provisions of this Directive and the Transport Laws;
14. "**Association**" means an association or organization established by owners or operators issued with the required operator's competency assurance certificate;
15. "**Association's License**" means a license issued to commercial motorcycle or electric motorcycle vehicle owners who are registered with the authorized office or organ to organize/establish association and who have been issued with Competency Assurance Certificate to provide transportation service ;
16. "**Company License**" means a license issued by a licensing organ to engage in the motorcycle or electric motorcycle transportation courier service business;
17. "**Transport Service**" means the service of transporting goods by means of a motorcycle or an electric motorcycle;

18. "**Speed limit**" means the maximum driving speed limit for motor cycles and electric motor vehicles promulgated in this Directive;
19. "**Person**" means a natural person or an entity that vested with right of legal personality.
20. Any expression in the masculine gender shall apply to the feminine.

3. Scope of application

This directive applies on Motorcycle and Electric Motorcycles which are moving with in Addis Ababa city Administration.

Part Two

Type and Organization of Motor and Electric Motorcycle Transport Services

4. Type of Transport Service

Types of transportation services include:

1. Transportation of various articles and mail/messages carried in storage box f for a fee;
2. Use for personal transportation needs;

5. Obtaining Transportation Service Provider License

1. Only electric motorcycle service shall be eligible for new license applications and registration in the City of Addis Ababa. No new motorcycle service license shall be granted after the issuance of this Directive.
2. The Bureau shall grant licenses to motorcycles and motorcycle owners who are registered and who have been operating in the city in order to provide motorcycle transportation services;
3. A person must be registered under Code 3 by the Addis Ababa Drivers and Vehicles Licensing and Controlling Authority in order to apply for a license to provide motorcycle transport services by being organized in an association ;

4. Should a driver and vehicle registered with the Addis Ababa Drivers and Vehicles Licensing and Controlling Authority desire to convert a motorcycle registered under code 2, 1, code 3, and code 4 into an electric motorcycle, the Bureau may grant special permission to this effect provided the applicant fulfills the required criteria.;
5. Art five Sub Article (3) of this Article, a person must show proof that they have disposed of any current motorcycles they own in order to change to electric powered ones;
6. Motorcycles and electric motorcycles that are not registered by the Addis Ababa City Driver and Vehicle License Control Authority shall not be licensed to engage in transportation services in the city;
7. After the issuance of this Directive, when city residents who returned to their country applies for electric motorcycle service license, they may be permitted to operate 1 (one) electric motorcycle vehicle upon providing proof of identity and letter of support issued by the governmental or nongovernmental organization that contracted them for their service;
8. Government offices and non-governmental organizations, banks, insurances, star hotels, government development organizations, laboratory organizations, pharmacies, organizations engaged in the production and transportation of drugs, and private hospitals shall be issued a license to operate electric motorcycle licenses upon submission valid letter from their respective establishment; The Bureau, in addition to these organizations, may grant permission other applicants provided that their request valid and acceptable to the bureau;
9. Motorcycles registered under Code 2 for private transportation in the city will be licensed for use only by a registered individual;
10. With the exception of what is stated Art five Sub Article (6) and (7) of this article, no new registration in the city or issuance of license for motorcycles transferred from regions to operate in Code 3 or Code shall be permitted;
11. Existing, motorcycles in operation are expected to be changed to electric motorcycles in the next 2 years; The Bureau shall establish a procedure for enforcing such change;

12. Those who want to register in the new delivery and goods transportation sector should be organized by the association and given a code 3 board and the minimum number of members should be 250 (two hundred and fifty) and above.

6. Requirements of License

1. The applicant should have already installed on their vehicle a tracking and control system technology and execute a contract with the tracking system technology supplier companies approved by the Authority;
2. To provide the services mentioned in Art five 5 sub-paragraph (1) of this directive, the applicant should:
 - a) Be a member of an association recognized by the Bureau;
 - b) Arrange the association's logo or symbol approved by the Bureau on the motorcycles and electric motorcycles;
 - c) Painting in checkered style the body of a motorcycle or an electric motorcycle used for courier service with yellow and blue colors with the size of 6 cm by 6 cm;
 - d) Avail the driver's uniform and identity card selected by the Bureau;
 - e) If the vehicle is operated for courier arranging yellow and blue 6 cm x 6 cm checkerboard uniforms.
 - f) Offices and organizations mentioned Article Art five Sub Article (6) and (7) of this Directive by shall be required to fix their logos or symbols approved by the relevant body on their motorcycles and electric motorcycles and in addition should arrange driver's uniform, logo and identification document which clearly identifies the establishment
 - g) For personal motor operator, arranging light blue color uniform;
 - h) For Company motor operator, arranging a uniform entirely of orange color;
 - i) For governmental offices motor operator, arranging a uniform entirely of green color;

- j) For nongovernmental offices motor operator, arranging a uniform entirely of white color;
- 3. The applicant is required to operate in compliance with the obligations provided under this Directive
- 4. Companies, associations, organizations, governments and nongovernmental organizations motorcycles registered with Code 2 for personal use within the city need to fix GPS equipment on the motorcycle

7. Work Clothes or Uniform

- 1. Motorcycle and electric motorcycle drivers who provide goods transportation services in the city shall wear a similar color uniform with reflective strip;
- 2. The work clothes or the uniform is shall be worn over normal clothes and should be checkered in the front and on the back with horizontal night reflector strips;
- 3. The uniform should be free from an holes , clean, in good condition and the texts on the uniform should be should be distinguishable from a distance.

8. Storage Box

- 1. The storage box for cargo moving motorcycles and electric motorcycles must not exceed 50 cm x 46 cm x 46 cm in size and should water proof and made of steel or plastic;
- 2. Storage box should be painted in checkered style of a 6 cm x 6 cm weather resisting color of yellow and blue or in similar color of the organization's logo in order for the box similar have similar color with the rest of the vehicle.

9. Helmet

- 1. The driver of a motorcycle and electric motorcycle must use headgear and other safety equipment to help protect his safety;
- 2. The helmet should strictly comply with the standard design helmets for motorcycle or electric motorcycle driver.

10. Speed Limit

Unless otherwise specified, the speed limit for city motorcycles and electric motorcycles is 50 km/h.

11. Transport Associations

1. In order for any existing motorcycle service association to be legally recognized as an association, the association needs to have a minimum number of 250 (two hundred and fifty) members and more;
2. Notwithstanding what is provided in Article 10, Sub Article (1) of this Directive, any association that wants to acquire new motorcycles needs to ensure that it is of electric motorcycle;
3. Only electric motorcycles are permitted to use the service by institutions that have been granted permission to do so under special circumstances.

Part Three

Determining the type of tracking system technology

12. Specification of Tracking System Technology

The following primary requirements should be met by the specification of the GPS or control and tracking system technology that is installed on a motorcycle::

1. At all times and locations, should prominently display the location and state of both motorcycles and electric motorcycles;
2. In accordance with the tracking system technology provider's control system that has been approved by the authorities;
3. Motorcycles and electric motorcycles are at least capable of displaying the following information: the precise location of the vehicle, its speed, date, and time;
4. For ease of identification, each motorcycle and electric motorcycle should have a unique identification number in addition to additional identification codes;

5. The applicant must provide a certificate of competency assurance from the appropriate government agency attesting to the technology's compliance with the nation's minimal requirements for control technology;
6. Clearly displaying all relevant data while an electric motorcycle is continuously in full motion;
7. It should display and report full operation for a minimum of 15 (fifteen) days in the event of a power outage or damage caused by other factors;
8. The system ought to have the capability to exhibit a red light upon surpassing the 50 km/h maximum speed limit, and it ought to be engineered to persistently flashing a red light signal within minimum of 5 seconds of exceeding the speed limit;
9. In the event that a motorcycle or electric motorcycle violates traffic laws, the authority from the central control facility should be able to access the instrument or system to activate the red light.
10. If the red light on the motorcycle or electric motorcycle is activated as the result of the driver's violation of the speed limit, the driver should immediately pay the fine and have the red light deactivated by the Authority;
11. Any association or organization is required enter with the contract with technology supply establishments that authority has a contract with.

Section Four

Responsibility

13. Responsibilities of the Bureau

1. Shall organize in to an association motorcycle and electric motorcycle owners who provide transportation services in the city in accordance with the relevant law, and provides operator's license to organized associations and companies that provide business licenses when they submit proof of operating license from the road traffic management authority;

2. Upon presentation by motorcycle associations and organizations that provide transportation services in the city, an operating license verification from the Road Traffic Management Authority and pass the evaluation process based on criteria or checklist, shall renew the operator license for qualified operators.
3. Shall prohibit the any association or organization that failed to renew their annual registration license from providing transport service;
4. Monitors motorcycle and electric motorcycle service delivery from time to time and conducts a survey, gives necessary directions, monitors its implementation;
5. Shall approve the request of the any member of an association to merge with another association provided that the applicant association furnishes valid clearance letter from the previous association under which the member has been providing transport services ;
6. Shall establish service complaint handling and addressing procedure for motorcycles and electric motorcycles;
7. Prepares and carries out capacity building activities for motorcycle and electric motorcycle service delivery improvement;
8. The Bureau controls the transportation of motorbikes and electric motorcycles by placing control officers on city streets or through the traffic police; upon discovery of an infraction, the controller promptly completes a charge sheet and presents it to the offender for signature;
9. The Bureau shall be responsible to impound a motorcycle that is found to be engaged in service delivery without valid documentation and present the offender to the concerned authority so the offender is held accountable

14. Responsibility of the Authority

1. Verifies that the tracking and control systems fitted on motorbikes and electric motorcycles comply with the specifications;
2. Notifies the office so that the proper tasks are completed and authorization is obtained;

3. Issuing driving licenses for motorcycles and electric motorcycles upon presentation of documentation proving GPS installation, Annual Inspection Sticker (Bolo) , and in case of member of motorcycle transport association, upon presentation of proof of membership;
4. Shall employ the tracking system technology for monitoring and controlling licensed organizations or person;
5. Control and tracking system technology is granted to users who need it;
6. Ensures that users properly fit the monitoring technology in the motorcycles or electric motorcycles they operate and move around the city peacefully and drive within the applicable speed limit;
7. Shall organize a database that contains data including type, ownership, location and other relevant information related with tracking system technology ;
8. Use the technology to provide information to the relevant party when traffic laws and other legal violations are implemented by motorcycle and electric motorcycle; Takes corrective action in accordance with the law.
9. Control and tracking system technology makes the information open for monitoring by offices and similar institutions.

15. Duties and Responsibilities of Driver Vehicle Licensing and Inspection Authority

In order to access ownership title transfer services for association motorcycles and electric motorcycles, the requester must first obtain clearance from the association of which he is a member and the service shall be provided upon verifying that the applicant is cleared from any debt owed to the Association.

16. Responsibility of Service Provider Association

1. Keeping the license that was issued by the office to provide motorbike and electric motorcycle transportation services in any activity, and producing the license when the controlling personnel requests such license;

2. Not offering any motorcycles or electric motorcycles transportation services without a license;
3. Notify the license-issuing parties of any changes to the operator's license at least 15 days prior to the end of operations;
4. Notify the relevant authority if a motorcycle or electric motorcycle vehicle's technology equipment—whether new or repaired—does not meet the standards outlined in this Directive and other legal documents;
5. Except with a special permission from the appropriate body, any association and organization should not participate in the list and quantity of motorcycles or electric motorcycles.
6. To provide safe and comfortable motorcycle vehicle service;
7. Ensuring that the motorcycle and electric motorcycle vehicles used are fully insured for the period;
8. To notify the client of his obligations and rights and to monitor and control their implementation;
9. Installing control technology instrument and the information tracking system technology that the equipment sends at their own expense;
10. At their own expense, in addition to the control technology, to install a light that shows the appropriate speed of the motor;
11. Providing technology by signing a contract only with tracking system technology developers who have been approved and licensed by the authority and who have entered into an obligation with the authority;
12. According to the address given by the user when he got the permit, he should be responsible for appearing when required by the authority or the office for any matter and informing him if he changes his address.

17. Responsibility of The Tracking System Technology Provider

1. The institution that provides the tracking system technology has a registered and renewed license according to the commercial law of the country and must enter into a contract with the authority;
2. Protecting the country's information security;
3. Providing any motorist information to the authority;
4. Not to use any information obtained in connection with the User outside of the contract;
5. To have a database in the country that can hold any information related to a user for at least one year and to provide the complete information to the authority whenever required;
6. If the contracted motorcycle and electric motorcycle user cannot be controlled according to the contract, transfer the contracted users to another provider recognized by the authority without any additional charge;
7. Unconditionally provide all the information the authority needs whenever requested;
8. Granting the authority the right to see the control technology and access information according to the obligation;
9. Timely renewal of license;
10. Not moving in different places of the city without matching the control technology with the tracking system technology;
11. Providing appropriate information at any time according to the authority's request;
12. Not to change the installed control and tracking system technology from the place where it was installed without the approval and permission of the authority in any case;
13. Not to destroy or damage the installed control and tracking system technology under any circumstances.

18. Responsibilities of Monitoring System Technology or GPS Provider

1. Ensuring that the control technology is always operational;
2. When entering into a contract with motorcycle users, it is mandatory to respect the speed limit allowed by this directive; When driving over the speed limit, he should signal to the authority;
3. In the event of a malfunction in the installed control technology, promptly notify the relevant party of the malfunction;
4. Not destroying or damaging the installed control and tracking system technology under any circumstances,
5. Not to change the installed control and tracking system technology from the place where it was installed without the approval and permission of the authority in any case;
6. Not to destroy or change the identification code on the control technology equipment;
7. Use only tracking system technology that is readable and acceptable to the system that enables it to monitor activity.

Part Five

Prohibited Activities and Penalty

19. Prohibited Activities:

The following activities are prohibited

1. It is prohibited for any motorcycle or electric motorcycle driver to provide transport services to transport passengers from place to place for a fee.
2. Any organization or association involved in the provision of motorcycle or electric motorcycle transport services without having a certificate of qualification in accordance with this directive;

3. The driver of a motorcycle or electric motorcycle providing transportation services does not properly wear work clothes or uniforms prepared according to the guidelines;
4. A driver of a motorcycle or electric motorcycle that provides transportation services is riding in dirty, torn, untidy work clothes or uniforms with the writing on the back indistinguishable from a distance;
5. Playing music above the sound standard set by the relevant body;
6. Loading goods other than those permitted in this manual;
7. Driving a motor or electric motorcycle without wearing or fastening a head safety device as per the standard, or without ensuring that the person installing it wears and wears it;
8. Driving without a valid driver's license or failing to renew it on time;
9. Using a license issued to another vehicle as your own;
10. Surrender the operating license to another party;
11. Driving with a canceled or revoked or expired driver's license;
12. Possession and use of illegal driver's license;
13. Refusal to show consent when requested by appropriate authority;
14. Failure of any operator to comply with the standards he/she showed at the time of licensing during monitoring and control;
15. Attending and distorting the performance of the transport service by making the vehicle operate outside of the approved service type unless authorized by the relevant body.
16. Employing motorcycle or electric motorcycle drivers who have been fined and suspended due to various disciplinary offenses who do not meet the standards set forth in this directive;
17. Refusal to disclose any information when requested by appropriate supervisory, support and control personnel or other legal entities while at work;

18. Refusing to stop when asked to stop by a traffic controller;
19. Moving while prohibited or restricted;
20. Dismantle or disable monitoring equipment or GPS;
21. Failure to timely renew the user license;
22. control technology not compatible with tracking system technology;
23. Erasing or altering the identification code on control technology equipment;
24. Changing the installed control and tracking system technology in any case without the approval and permission of the authority.

20. Administrative Penalty

1. Notwithstanding the list of the offenses and penalties imposed by other laws, a motorcycle and electric motorcycle transport service driver who commits activities prohibited in Article 20 of this directive shall be penalized according to the offense;
2. Penalties imposed according to the type and level of offense and the severity of the offense are clearly presented as follows.

21. Level One Offense

1. A motorcycle or electric motorcycle driver who provides transportation services does not properly wear work clothes or uniforms prepared according to the guidelines;
2. Drives without a valid driver's license in accordance with the regulations or does not renew it in time;
3. A driver of a motorcycle or electric motorcycle who provides transportation services wears dirty, torn, untidy work clothes or uniforms with a print on the back that cannot be distinguished from a distance;
4. Plays music above the sound standard set by the relevant body;
5. Loaded goods other than those permitted by this regulation;

6. Rides a motor or electric motorcycle without wearing or wearing a head safety device designed according to the standard, or without ensuring that the person who installed it wears and wears it; If so, a fine of 500.00 birr (five hundred birr only) will be imposed.

22. Level Two Offense

An organization or association engaged in the provision of motorcycle or electric motorcycle transportation provided services without having a certificate of competence in accordance with this directive;

1. Driving with a revoked or revoked or expired driving license
2. A motor or electric motorcycle service association, an organization that refuses to show its license when requested by the appropriate body;
3. Runs away by refusing to stop when asked to stop by a traffic controller;
4. Changing the installed control and tracking system technology from the place where it was installed without the approval and permission of the authority will result in a fine of 1,000.00 birr (one thousand birr only).

23. Level Three Offense

1. Refusing to reveal any information when requested by appropriate monitoring, support and control personnel or other legal entities while at work;
2. Unless authorized by the appropriate body, the motorcycle or electric motorcycle vehicle is operated outside of the authorized service type, and interferes with the provision of transportation services; in such cases the offender shall be fined 1,500.00 Birr (one thousand five hundred Birr only).

24. Level Four Offense

Any person:

1. Employed motorcycle or electric motorcycle drivers who have been fined and suspended due to various disciplinary infractions who do not meet the criteria set forth in this directive;
2. A motor or electric motorcycle service association, an organization that refuses to show its license when requested by the appropriate body;
3. He did not renew his license in a timely manner;
4. A fine of 2,000.00 Birr (two thousand Birr only) will be imposed if the control technology is not compatible with the tracking system technology.

25. Level Five Offense

Any driver of a motorcycle or electric cycle:

1. Obtained and used in possession of an illegal driver's license;
2. Who surrendered his driving license to another party;
3. Removes or disables a tracking device or GPS;
4. Destroys or alters the identification code on control technology equipment; If so, he will be fined 4,000.00 Birr (four thousand Birr only).

26. Level Six Offense

Any driver of a motor or electric cycle-

1. If found to be moving during a movement ban or restriction;
2. If he uses a license issued for another vehicle impersonating himself and
3. Any type of offense that causes minor damage to human body, the driving license will be suspended for a period of 3 months.

27. Data Management

The charge sheet prepared in accordance with Article 21(2) of this directive must contain the following information:

1. Driver's name;
2. Driving license number;
3. License plate number;
4. The time, place and date when the rule was violated.
5. The type and degree of damage committed;
6. The full name and signature of the traffic police or supervisor;
7. The Offender shall be given a copy of the proof of conviction by making him sign the remaining page of the form and keeping his driver's license as evidence.

28. Type of offense that result in revocation of the a license

Any driver of a motor or electric cycle-

1. Found while driving with a suspended driver's license
2. Committing any type of offense that causes serious injury to the human body,
3. Any type of crime that causes the death of a person,

Part Six

Miscellaneous provisions

29. Filing Complaint

Any person aggrieved by action taken under this Directive:

1. Within three working days after the action is taken, a the complainant may submit the complaint in writing to the relevant executive body, the branch office of transportation,

the branch office of traffic management, the branch office of the Driving Vehicle Licensing and Control Authority;

2. The head of the branch offices mentioned in number 1 above must examine the petition and make a decision within five consecutive working days of the petition being presented to him; The decision must be made in writing and communicated to the complainant;
3. If the complainant does not get a response within five working days or if he is dissatisfied with the decision, he can submit his complaint to the respondent offices of the branch offices mentioned in number 1 above.
4. If the petitioner does not receive a response within five working days or is dissatisfied with the decision, he may submit his complaint to the court.

30. Unregistered and Electric Motorcycles Without Plate Number

- .1 Electric motorcycles that operate in the city without being registered by the Driver Vehicle Licensing and Control Authority and engaged in service without a license plate will benefit from license plate service when they meet the criteria set by the Driver Vehicle License and Control Authority.
- .2 It is possible to apply for a new license to provide services registered in Addis Ababa city only for electric motorcycle service. No license will be issued for the operation of a motorcycle after the issuance of this directive.

31. Duty To Cooperate

Governmental and non-governmental organizations, transport organizations, associations and individuals are obliged to cooperate in order to implement this directive.

32. Repealed and Unenforceable laws

1. Motorcycle Transport Service Implementation Directive No. 04/2011.
2. Any directive issued by the Bureau or customary practice contrary to this directive shall not apply to the matters covered by this directive.

33. Amendment of the Directive

This Directive may be amended in part or as a whole by the Bureau at any time.

34. Effective Date

This Directive shall be effective as of the date its registration with the Ministry of Justice and its uploading on official website of the Bureau.

Addis Ababa 2024

Mitiku Asmare Setegn

Head of the Addis Ababa city Administration Transport Bureau