



**AGREEMENT BETWEEN  
INSURANCE CORPORATION OF BRITISH COLUMBIA  
AND  
CLASS [Class applying for]  
INSTRUCTOR TRAINING FACILITY**

This Agreement is made by and between:

**INSURANCE CORPORATION OF BRITISH COLUMBIA**  
(hereinafter referred to as ICBC)

and

**[Owner's Name (if DBA)]  
[FACILITY NAME]  
[Address]  
[City], BC [Postal Code]**  
(hereinafter referred to as the Facility)

**WHEREAS:**

- A. ICBC is authorized by the *Motor Vehicle Act* to approve Facilities to provide training to persons wishing to obtain a Driver Training Instructor's licence;
- B. ICBC is authorized by the *Motor Vehicle Act* to establish guidelines for the training of Driver Training Instructors, including curriculum, facilities and equipment;
- C. ICBC is authorized by the *Motor Vehicle Act* to monitor the conduct of Driver Training Instructor training;
- D. ICBC seeks to ensure that all Driver Training Instructors have the necessary skills, knowledge and ability to train drivers in accordance with ICBC-approved standards;
- E. The Facility has a comprehensive training course for Driver Training Instructors;
- F. The Facility is able to assess the competence of Driver Training Instructors consistently to ICBC standards;

- G. The Facility agrees to implement changes that may be required during the term of this agreement as ICBC continues to develop new instructor training and assessment standards;

**NOW THEREFORE** in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

## 1. Definitions

In this Agreement, the following terms have the meanings set out below:

**“Approved Course”** means a Class 1, 5/7, 6/8 or Air Brake Driver Training Instructor training program that is approved by ICBC and conducted by the Facility according to the terms of this Agreement, and includes the Assessment for that category of training.

**“Assessment”** means an evaluation of a Driver Training Instructor Trainee made by an Assessment Officer and conducted according to ICBC standards, in order to determine whether that Trainee meets ICBC’s standards of competence for a Driver Training Instructor or an Air Brake Instructor.

**“Assessment Officer”** means a person employed or contracted by the Facility to conduct Assessments of Driver Training Instructor Trainees for the purposes of Certification under this Agreement. All Assessment Officers must meet the requirements set out in Schedule “B” to this Agreement.

**“Certification”, “Certify” or “Certified”** refers to the issuance of a certificate by the Facility to a Driver Training Instructor Trainee who has successfully completed the Facility’s Approved Course, and been assessed by the Facility as meeting ICBC’s standards for a Driver Training Instructor or Air Brake Instructor.

**“Driver Training Instructor”** means a person who teaches the driving or operation of a motor vehicle as defined in the *Motor Vehicle Act Regulations*.

**“Driver Training Instructor Trainee”, “Instructor Trainee”, or “Trainee”** means a person who has been approved by ICBC to take the Facility’s Approved Course.

**“Driver Training Instructor Trainer”, “Instructor Trainer”, or “Trainer”** means a person approved by ICBC and employed or contracted by the

Facility to train Driver Training Instructors for Class 1, 5/7, 6/8 or Air Brake, according to the terms of this Agreement.

**“Instructor Training Facility”** has the meaning assigned to it in Division 27 of the *Motor Vehicle Act Regulations*.

**“Signing Authority”** means a person entrusted by the Facility to sign forms or maintain records on behalf of the Facility.

**“Training Program”** or **“Training”** means the course of instruction delivered by the Facility to prepare Trainees to undertake an Assessment, and includes the minimum standards and training requirements set out in Schedules A and C.

## **2. Term**

- 2.1. The term of this Agreement is from the date of execution by both parties to «LIC\_EXP», unless terminated earlier by ICBC or the Facility in accordance with this Agreement.
- 2.2. Prior to expiry of the term of this Agreement, the Facility must apply to ICBC in writing and submit an annual report in a form acceptable to ICBC if it wishes to continue as an approved Instructor Training Facility.
- 2.3. The Facility’s continued approval as an Instructor Training Facility after the expiry of this Agreement will be at ICBC’s sole discretion. ICBC does not guarantee renewal or extension of this Agreement beyond its original term or any renewal or extension thereof.

## **3. Certification Authority**

- 3.1. ICBC authorizes the Facility to Certify Trainees who successfully complete the Approved Course offered by the Facility, as candidates for licensing by ICBC as a Class 1 or 5/7 Driver Training Instructor for practical only, a Class 6/8 Driver Training Instructor and/or an Air Brake Instructor.
- 3.2. ICBC may, in its sole discretion, waive the requirements for further examinations for Driver Training Instructors Certified by the Facility under paragraph 3.1.
- 3.3. Despite the foregoing, ICBC reserves the right, in its sole discretion, to require the following:

- 3.3.1. that a Trainee trained under this Agreement be required to take additional training as specified by ICBC in order to be licensed as a Driver Training Instructor;
  - 3.3.2. that a Trainee trained under this Agreement be examined by an ICBC representative, as to that person's fitness and ability to act as a Driver Training Instructor pursuant to the *Motor Vehicle Act Regulations*;
  - 3.3.3. that the Facility revise its Training Program, should ICBC change its requirements for course content and/or delivery method.
  - 3.3.4. That the Facility revise the content and conduct of its Assessments, should ICBC change its requirements for Assessment content and/or delivery method.
- 3.4. The parties recognize and acknowledge that Certification of a Trainee by the Facility and waiver of testing requirements by ICBC does not guarantee the issuance of a Driver Training Instructor's licence without compliance by the Trainee with any medical or other requirements established by the Superintendent of Motor Vehicles.

#### **4. Responsibilities of ICBC**

- 4.1. ICBC is solely responsible for licensing Driver Training Instructors under the *Motor Vehicle Act*. Nothing in this Agreement constitutes a delegation of licensing authority to the Facility, and ICBC reserves the right, in its sole discretion and under the terms of the *Motor Vehicle Act*, to deny a Driver Training Instructor's licence to an applicant Certified by the Facility.
- 4.2. ICBC will, before issuing a Driver Training Instructor's licence to an applicant Certified by the Facility, satisfy itself that the Facility is competent to evaluate the skills, knowledge and ability of the applicant.
- 4.3. ICBC will conduct audits of the Facility from time to time in its sole discretion, to ensure that:
  - 4.3.1. the Assessment standards of the Facility are fair and consistent with those of ICBC;
  - 4.3.2. the Facility is otherwise in compliance with the terms of this Agreement.
- 4.4. If, in ICBC's opinion, the Facility is not training or assessing Driver Training Instructors to ICBC standards, or is otherwise not in

compliance with the terms of this Agreement, ICBC may, in its sole discretion either:

- 4.4.1. Provide the Facility with written notice of the problems and give the Facility such period of time as ICBC sees fit to remedy the problems to ICBC's satisfaction, failing which ICBC will terminate this Agreement at the end of such notice period; or
- 4.4.2. Terminate this Agreement forthwith.

## **5. Responsibilities of the Facility**

- 5.1. The Facility shall comply with and maintain at all times during the term of this Agreement the Eligibility Standards as set out in Schedule A attached hereto.
- 5.2. The Facility shall comply with and maintain at all times during the term of this Agreement the Assessment Standards as set out in Schedule B attached hereto.
- 5.3. All vehicles used by the Facility for the conduct of training and assessments under this Agreement must be mechanically safe and meet all applicable safety standards. The Facility must maintain records of inspection and repair of these vehicles in a form acceptable to ICBC.
- 5.4. The Facility will ensure that Class 1, 5/7 and 6/8 Trainees have received written approval from ICBC.
- 5.5. The Facility shall maintain records as required under the terms of this Agreement.
- 5.6. The Facility shall submit reports on a regular basis at such times as required by ICBC, on the forms prescribed by ICBC.
- 5.7. The Facility shall maintain a registered office in British Columbia where all communications and notices may be served and all records required under this Agreement shall be kept.
- 5.8. The Facility shall notify ICBC within 10 days if the address, telephone number or fax number of the Facility or of its registered office changes.
- 5.9. The Facility shall not state or imply that issuance of a Driver Training Instructor's licence is guaranteed upon completion of the Facility's training and Assessment program or upon Certification by the Facility.

- 5.10. The Facility shall not advertise, state or imply that the Facility or employees are recommended or endorsed by ICBC or the government, except that the words “offers an ICBC-approved certification program” may be used.
- 5.11. The Facility shall not advertise in any Driver Services Centre or other ICBC office, or office of any government agent or ICBC-appointed agent.
- 5.12. The Facility shall not advertise or cause to issue any advertising that does not contain the name of the Facility.
- 5.13. The Facility shall provide written notice to each Trainee that:
  - 5.13.1. Certification does not guarantee that ICBC will issue a Driver Training Instructor’s licence;
  - 5.13.2. ICBC may require a Certified Trainee to be re-examined by ICBC;
  - 5.13.3. ICBC will have access to the Trainee’s training and Assessment records.
- 5.14. The Facility shall only deliver the Approved Course and Certify competence of a person in accordance with the provisions of this Agreement and any supplementary requirements or conditions that ICBC may give to the Facility in writing from time to time.
- 5.15. The Facility shall apply to ICBC in writing for approval of each person who will act as Instructor Trainer, Assessment Officer or Signing Authority, prior to their acting as Instructor Trainer, Assessment Officer or Signing Authority under the terms of this Agreement.
- 5.16. The Facility shall apply to ICBC in writing for approval of any changes to the names of Instructor Trainers, Assessment Officers or Signing Authorities, prior to their acting as Instructor Trainer, Assessment Officer or Signing Authority under the terms of this Agreement.
- 5.17. The Facility’s application for approval of each Assessment Officer or Signing Authority must include the sample signatures of each proposed Assessment Officer or Signing Authority.
- 5.18. The Facility shall comply with all applicable laws, statutes and regulations, including, without limiting the generality of the foregoing, those of the Government of Canada, the Province of British Columbia and by-laws of any city, municipality, town, village or Regional District in which the Facility operates.

- 5.19. The Facility shall indemnify and save harmless ICBC, its directors, officers, servants, agents, and employees from and against all claims, losses, damages, costs and other proceedings made, sustained, brought or prosecuted in any manner based upon, occasioned by or attributable to any injury, infringement or damage arising from any act or omission of the Facility, its employees, agents or any other person for whom the Facility is responsible at law, in the performance or purported performance of this Agreement.
- 5.20. The Facility shall notify ICBC immediately of any factors of which the Facility is aware that may affect a Trainee's ability to operate a motor vehicle or act as a Driver Training Instructor.

## **6. Monitoring and Reporting**

- 6.1. The Facility shall maintain the following records of its activities under this Agreement for a period of at least 6 years:
  - 6.1.1. Training records, which shall include the Trainee's name, date of birth, driver's licence number, the category of training, a copy of ICBC's authorization of training, the date, time and length of each lesson, course element taught, grades achieved on quizzes or other evaluations, and the fees charged;
  - 6.1.2. Assessment records, which shall include the Instructor Trainer's name, the Trainee's name, date of birth, driver's licence number, date and time of the Assessment, and a copy of the Assessment score sheets;
  - 6.1.3. Instructor Trainer records, which shall include name, date of birth, driver's licence number, dates and hours of instruction conducted and dates of refresher training taken;
  - 6.1.4. Assessment Officer records, which shall include name, date of birth, driver's licence number, dates and hours of assessments conducted and dates of refresher training taken;
  - 6.1.5. Records of all vehicles used for training and Assessments, which shall include a copy of each vehicle's registration documents and proof of insurance coverage;
- 6.2. The Facility shall, during regular business hours and at all other reasonable times, permit ICBC or its designates to do the following:
  - 6.2.1. Visit and inspect the premises used for operation of the Facility;

- 6.2.2. Examine all records, and all materials and equipment used in the operation of the Facility;
  - 6.2.3. Attend and monitor the conduct of training and/or Assessments;
  - 6.2.4. Copy records and other material pertaining to the operation of the Facility, or remove such records and other material from the Facility's premises for copying.
- 6.3. Within 10 days of a request from ICBC, the Facility will provide ICBC with information concerning the following:
- 6.3.1. Information pertaining to the Facility's eligibility as an Instructor Training Facility;
  - 6.3.2. Records that the Facility is required to maintain under the terms of this Agreement.

## **7. Termination**

- 7.1. The Facility may terminate this Agreement at any time by giving notice in writing to ICBC.
- 7.2. ICBC may terminate this Agreement at any time for any reason whatsoever by giving not less than 30 days written notice to the Facility.
- 7.3. If the Facility contravenes any provision of this Agreement, ICBC may terminate this Agreement forthwith, with or without written notice.
- 7.4. For greater certainty, and without limiting the generality of the foregoing, if ICBC terminates this Agreement under paragraph 4.4, 7.2 or 7.3 or in any other manner permitted under this Agreement, the Facility will not be entitled to a show cause hearing.

## **8. Notices**

Notices and communications in writing required or desired to be given pursuant to the Agreement shall be mailed to ICBC at the following address:

**Insurance Corporation of British Columbia  
Driver Training and Assessment Standards  
P.O. Box 3750  
Victoria, BC V8W 3Y5**

and to the Facility at the address shown on the first page of this Agreement, or at such other address as either party may give notice to the other party in writing. Notices shall be deemed to have been given when delivered, or 72 hours after mailing in British Columbia.

## **9. Entire Agreement**

- 9.1. This Agreement which includes all attached Schedule(s), constitutes the sole and entire agreement between ICBC and the Facility relating to the authority to assess and Certify Trainees as to their competency as Driver Training Instructors as set out in this Agreement. This Agreement supersedes and replaces all previous agreements between ICBC or the Superintendent of Motor Vehicles and the Facility relating in any manner to the authority to assess and Certify Trainees as to their competency as Driver Training Instructors.
- 9.2. Except as otherwise noted in this Agreement, no other terms or conditions shall form a part hereof, and this Agreement shall not be modified except by subsequent agreement in writing, duly signed by both parties.

## **10. Assignment**

- 10.1. The Facility may not assign this Agreement or any part of it without the prior written approval of ICBC. This Agreement is binding upon the parties and shall enure to the benefit of the parties, their successors and permitted assigns.
- 10.2. Any change in the control of the Facility shall be deemed to be an assignment.

## **11. Arbitration**

Any dispute or disagreement arising out of this Agreement or a breach of this Agreement shall be settled by a single arbitrator appointed in accordance with the provisions of the *Commercial Arbitration Act* of British Columbia.

## **12. Interpretation**

- 12.1. In this Agreement, unless expressly provided or the context otherwise requires, words importing the masculine gender include the feminine and neuter gender and vice versa, and words in the singular include the plural and vice versa.
- 12.2. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia. The parties attorn to the exclusive jurisdiction of the courts of British Columbia in all matters arising in connection with this Agreement.
- 12.3. The invalidity of any particular provision of this Agreement shall not affect any other provision and the Agreement shall be read as if such invalid provision were omitted.
- 12.4. The headings in this Agreement have been included for convenience of reference only, do not form part of this Agreement, and are not intended to interpret, define or limit the scope or meaning of this Agreement or any of its provisions.
- 12.5. Time is of the essence of this Agreement in all respects.

**SCHEDULES**

Schedules A, B and C are attached to and form part of this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement effective the day and year written below:

**SIGNED AND DELIVERED BY THE FACILITY:**

Name and Title: \_\_\_\_\_  
(Please print name and title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

in the presence of:

Name of Witness: \_\_\_\_\_  
(Please print name of witness)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AND SIGNED ON BEHALF OF ICBC:**

Name and Title: Donna Palamarek, Manager, Driver Training & Assessment Standards

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EFFECTIVE DATE OF AGREEMENT:** \_\_\_\_\_

**EXPIRY DATE OF AGREEMENT:** \_\_\_\_\_

## Schedule A - Eligibility Standards

The following are the requirements which must be met and maintained by the Facility at all times during the term of this Agreement in order to operate as an Instructor Training Facility and Certify Trainees under the terms of this Agreement.

### 1. General Requirements

- 1.1. The Facility must be a legal entity, in compliance with all applicable requirements for registration under the British Columbia *Company Act*, *Partnership Act* or any other applicable law.
- 1.2. If required under the *Private Career Training Institutes Act*, the Facility must be registered with the Private Career Training Institutions Agency.
- 1.3. The Facility must use only course curriculum, facilities, and equipment that have been approved as acceptable by ICBC.

### 2. Training Program

- 2.1. The Facility must submit its Training Program to ICBC for approval. Once approved by ICBC, the Training Program will become part of the Approved Course
- 2.2. The Training Program must provide, at a minimum:
  - 2.2.1. For Class 5/7 Driver Training Instructor courses, 40 hours of theory training and 40 hours of practical training, both of which may include the time for conduct of the required written and practical examinations on the theory and practical portions of this training;
  - 2.2.2. For Class 1 Driver Training Instructor courses delivered to Trainees who are upgrading from a Class 5/7 Driver Training Instructor licence, 40 hours of combined theory and practical training. This 40 hours may include the time for conduct of the required written and practical examinations on the theory and practical portions of this training;

- 2.2.3. For Class 1 Driver Training Instructor courses delivered to Trainees who do not hold a Class 5/7 Driver Training Instructor licence must meet the requirements of both 2.2.1 and 2.2.2;
  - 2.2.4. Class 6/8 Driver Training Instructor courses must provide at least 40 hours of theory training and 40 hours of practical training, both of which may include time to conduct the required written and practical examinations on the theory and practical portions of this training;
  - 2.2.5. Air Brake Instructor courses must provide at least 35 hours of training which may include time to conduct the required written and practical examinations.
- 2.3. The Facility must deliver its Training Program in a manner that meets the following requirements:
- 2.3.1. Not instruct more than 25 Trainees per Instructor Trainer in any one classroom session;
  - 2.3.2. Not instruct more than 4 Trainees per Instructor Trainer in any one practical training session;
  - 2.3.3. Provide classroom space that is conducive to learning and that is:
    - 2.3.3.1. used exclusively as a classroom while a class is in session;
    - 2.3.3.2. equipped with appropriate teaching aids;
    - 2.3.3.3. equipped with a seat and solid writing surface for each Trainee.
  - 2.3.4. All theory and practical training must be taught prior to the conduct of Assessments on the practical portion of an Approved Course.
  - 2.3.5. Each air brake Trainee must complete the Approved Course within not less than 5 days and not more than 30 days, unless otherwise authorized in writing by ICBC.
  - 2.3.6. Provide training in vehicles that are approved by ICBC as appropriate for the training provided, including:
    - 2.3.6.1. For class 1 training, a combination tractor-trailer of the following specifications:
      - 2.3.6.1.1. diesel powered and equipped with a standard transmission similar to a "Road Ranger" single stick type;

- 2.3.6.1.2. minimum combined length of 16 metres (50 feet);
- 2.3.6.1.3. loaded to at least 70% of the manufacturer's recommended maximum carrying capacity for at least 50% of the practical training.
- 2.3.6.2. For Class 5/7 training, a vehicle equipped as specified in the *Motor Vehicle Act* and *Regulations*, including Division 27 of the *Regulations*;
- 2.3.6.3. For Class 6/8 training, a motorcycle over 200cc and equipped as specified in the *Motor Vehicle Act* and *Regulations*, including Division 27 of the *Regulations*
- 2.3.6.4. For air brake training, a vehicle equipped with air brakes.

### **3. Instructor Trainer Qualifications**

- 3.1. All Instructor Trainers must maintain knowledge and skills through a combination of instruction and refresher training that is acceptable to ICBC.
- 3.2. All Class 1 Instructor Trainers must:
  - 3.2.1. Hold, and have held for at least 3 years, a valid Class 1 Driver Training Instructor's licence permitting the conduct of theoretical and practical training, or have a combination of training and experience that is acceptable to ICBC;
  - 3.2.2. Have conducted at least 2000 hours of Class 1 driver training, or have a combination of training and experience that is acceptable to ICBC.
- 3.3. All Class 5/7 Instructor Trainers must:
  - 3.3.1. Hold, and have held for at least 3 years, a valid Class 5/7 Driver Training Instructor's licence permitting the conduct of theoretical and practical training, or have a combination of training and experience that is acceptable to ICBC;
  - 3.3.2. Have conducted at least 2000 hours of Class 5 driver training, including at least 1000 hours of theory driver training, or have a combination of training and experience that is acceptable to ICBC.
- 3.4. All Class 6/8 Instructor Trainers must:

- 3.4.1. Hold, and have held for at least 1 year, a valid Class 6/8 Driver Training Instructor's licence permitting the conduct of theoretical and practical training, or have a combination of training and experience that is acceptable to ICBC;
- 3.4.2. Have a minimum of 5 years experience in the operation of vehicles for which a Class 6 licence is required.
- 3.5. All Air Brake Instructor Trainers must:
  - 3.5.1. Hold, and have held for at least 3 years, a valid Air Brake Instructor Certificate of Qualification, or have a combination of training and experience that is acceptable to ICBC;
  - 3.5.2. Hold or have held a valid BC Driver's Licence.

#### **4. Trainees**

- 4.1. For all Class 1, 5/7 and 6/8 Driver Training Instructor Trainees, the Facility must obtain a copy of each Trainee's written authorization from ICBC to undertake training and all forms and information required under section 27.07 of the *Motor Vehicle Act Regulations*.
- 4.2. For all air brake Driver Training Instructor Trainees, the Facility must obtain proof that the Trainee:
  - 4.2.1. Is at least 19 years of age;
  - 4.2.2. Has a minimum of 2 years experience in the operation of air brake-equipped vehicles;

## **Schedule B - Assessment Standards**

The Facility must meet and maintain at all times during the term of this Agreement the Assessment standards set out in this Schedule.

### **1. Assessment Officer Qualifications**

- 1.1. The Facility must ensure that all Assessment Officers:
  - 1.1.1. Meet all Instructor Trainer requirements set out in Schedule A for the class of licence or licence endorsement for which they assess Trainees.
  - 1.1.2. Conduct a minimum of 20 Assessments annually. ICBC reserves the right to waive or change this minimum where the Assessment Officer applies to ICBC in writing and provides acceptable reasons for such waiver or change.
  - 1.1.3. Maintain their knowledge, skills and abilities through a combination of Assessment activity and refresher training acceptable to ICBC.
- 1.2. In addition to the requirements in 1.1, Assessment Officers for Classes 1 and 5/7 must:
  - 1.2.1. Have conducted an additional 2000 hours of driver training for the licence class for which they instruct including a minimum of 1000 hours of theory driver training, or have a combination of training and experience that is acceptable to ICBC; and
  - 1.2.2. Have held for a minimum of 5 years a Driver Training Instructor licence permitting the conduct of theoretical and practical training for the licence classes which they instruct, or have equivalent driver training or driver safety experience acceptable to ICBC.
- 1.3. In addition to the requirements in 1.1, Assessment Officers for Class 6/8 must have held for a minimum of 5 years a Driver Training Instructor licence permitting the conduct of theoretical and practical training for the licence classes which they instruct, or have equivalent driver training or driver safety experience acceptable to ICBC.
- 1.4. In addition to the requirements in 1.1, Assessment Officers for air brake Instructor Training must have taught air brake courses at a recognized Driver Training Facility for at least 3 years.

## **2. Assessment Consistency**

- 2.1. Every Assessment Officer must use the standards approved by ICBC to objectively score each examination.
- 2.2. Assessment procedures must be documented in a policy and procedures manual approved by ICBC and provided to all Assessment Officers. Assessments must be scored and results recorded on forms prescribed by ICBC.

## **3. Assessments**

- 3.1. The number, type and content of Assessments required for each category of Driver Training Instructor training must:
  - 3.1.1. meet current ICBC standards for that category of training;
  - 3.1.2. be submitted to ICBC and approved as part of the Approved Course.
- 3.2. Class 1 Assessments must meet the following minimum standards:
  - 3.2.1. To qualify on the theory portion of the Approved Course, the Trainee must complete and obtain a score of at least 80% on at least 1 written knowledge Assessment.
  - 3.2.2. To qualify on the practical portion of the Approved Course, the Trainee must teach a minimum of 2 driver training lessons, each of at least 1 hour duration, on which the trainee must obtain a score of at least 80% on each lesson.
  - 3.2.3. Assessments on the practical and theoretical portions of the Approved Course must allow Trainees to demonstrate their:
    - 3.2.3.1. safe driving techniques and habits;
    - 3.2.3.2. effective techniques to critique students;
    - 3.2.3.3. ability to teach a driver the skills required to safely operate a motor vehicle for which a Class 1 Driver's Licence is required.
- 3.3. Class 5/7 Assessments must meet the following minimum standards:
  - 3.3.1. To qualify on the theory portion of the Approved Course, the Trainee must complete at least 2 written knowledge Assessments, on the Class 5 in-car instructor training portion of the Approved

Course, on which the trainee must obtain a score of at least 80% on each Assessment.

3.3.2. Written knowledge Assessments on the theory portion of the Approved Course must allow Trainees to demonstrate their:

3.3.2.1. knowledge of motor vehicle laws, safe driving techniques and habits;

3.3.2.2. understanding of the principles and theory of the conduct of driver training lessons.

3.3.3. To qualify on the practical portion of the Approved Course, the Trainee must teach a minimum of 2 driver training lessons, each of at least 1 hour duration, on which the trainee must obtain a score of at least 80% on each lesson.

3.3.4. At least 1 driver training lesson must cover one of the following topics:

3.3.4.1. starting/stopping/steering/shifting

3.3.4.2. backing/starting on a hill

3.3.4.3. parking

3.3.4.4. right and left turns

3.3.5. At least 1 driver training lesson must cover one of the following topics:

3.3.5.1. driving in urban traffic

3.3.5.2. driving on highways and freeways

3.3.5.3. another topic approved by ICBC

3.3.6. Assessments on the practical portion of the Approved Course must allow Trainees to demonstrate their:

3.3.6.1. safe driving techniques and habits;

3.3.6.2. effective techniques to critique students;

3.3.6.3. ability to teach a novice driver the skills required to safely operate a motor vehicle for which a Class 5/7 Driver's Licence is required.

3.4. Class 6/8 Assessments must meet the following minimum standards:

- 3.4.1. To qualify on the practical portion of the Approved Course, the Trainee must teach at least 1 lesson of at least 1 hour duration on one of the following topics.
  - 3.4.1.1. basic motorcycle operating skills
  - 3.4.1.2. traffic skills
  - 3.4.1.3. hazard avoidance skills
  - 3.4.1.4. riding in traffic
  - 3.4.1.5. riding in groups or with passengers
- 3.4.2. To qualify on the theory portion of the Approved Course the Trainee must complete at least 1 written Assessment and at least one practical Assessment covering the conduct of theory lessons in a classroom.
- 3.5. Air Brake Assessments must meet the following minimum standards:
  - 3.5.1. The Trainee must complete a minimum of 2 teaching assignments each of at least 45 minutes duration, on which the trainee must obtain a mark of at least 80% on each assignment
  - 3.5.2. Assessments must allow Trainees to demonstrate their:
    - 3.5.2.1. knowledge of air brake systems;
    - 3.5.2.2. effective techniques to critique students;
    - 3.5.2.3. ability to teach a person to understand and operate air brake systems.
- 3.6. The scores required on each Assessment in order for a Trainee to qualify for Certification must be approved by ICBC as part of the Approved Course for each category of training.
- 3.7. All vehicles used for Assessment purposes must meet the minimum standards set by ICBC for examination with that class of vehicle.
- 3.8. If a Trainee fails to qualify on his or her third attempt at an Assessment, the Facility must discontinue training and notify ICBC.
- 3.9. The Facility must retain all Assessment records for a period of 6 years.

## Schedule C - Curriculum Standards

The Facility's current curriculum, as approved by ICBC and as amended from time to time based upon ICBC directives, forms part of this Agreement.

The curriculum for the Class 5 and Air Brake Training Programs must include, at a minimum, the items and elements set out in this Schedule.

### SECTION 1: CLASS 5 DRIVER TRAINING INSTRUCTOR CURRICULUM

#### Class 5 Theory Training Conducted in the Classroom

Objective of Classroom Theory Training:

To achieve an acceptable level of knowledge of motor vehicle laws, safe driving techniques and habits, and understanding of instructor techniques as applied to the training of driver, by learning:

- to prepare lesson plans
- to use training aids
- about the elements of safe driving
- about the principles and theory of the conduct of driver training

| SUBJECT                                                                                                                                                                                                                             | TIME    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Introduction                                                                                                                                                                                                                        | ½ hour  |
| Overview of Communication: <ul style="list-style-type: none"><li>- principles of learning</li><li>- student behaviour and motivation</li><li>- ways of learning</li><li>- use of senses</li><li>- understanding attitudes</li></ul> | 2 hours |
| Principles of Instruction: <ul style="list-style-type: none"><li>- instructional methods</li><li>- stages of learning</li></ul>                                                                                                     | 3 hours |

| SUBJECT                                                                                                                                                                                                                                                                                     | TIME    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> <li>- learning curves and plateaus</li> <li>- feedback</li> </ul>                                                                                                                                                                                        |         |
| <p>Lesson Planning:</p> <ul style="list-style-type: none"> <li>- establishing learning objectives</li> <li>- organization of lesson material</li> <li>- selecting instructional methods</li> <li>- writing lesson plans</li> </ul>                                                          | 2 hours |
| <p>Instructor techniques</p> <ul style="list-style-type: none"> <li>- methods of questioning</li> <li>- group discussions</li> <li>- personal attributes and mannerisms</li> </ul>                                                                                                          | 3 hours |
| <p>Course Preparation:</p> <ul style="list-style-type: none"> <li>- training resources</li> <li>- publicity/promotion</li> </ul>                                                                                                                                                            | 1 hour  |
| <p>Coaching Skills</p>                                                                                                                                                                                                                                                                      | 2 hours |
| <p>The <i>Motor Vehicle Act</i> and Regulations</p> <ul style="list-style-type: none"> <li>- overview of <i>Motor Vehicle Act</i></li> <li>- overview of the Regulations Pursuant to the <i>Motor Vehicle Act</i></li> </ul>                                                                | ½ hour  |
| <p>Introduction to the Highway of Transportation System</p> <ul style="list-style-type: none"> <li>- sharing the road with other road users</li> <li>- responsibilities of road users</li> <li>- traffic safety; traffic accident statistics; driver training and traffic safety</li> </ul> | 1 hour  |
| <p>Overview of Highway Transportation Systems Laws</p> <ul style="list-style-type: none"> <li>- overview of International, Federal, Provincial, and Municipal laws regarding driving in case of collision</li> </ul>                                                                        | 1 hour  |
| <p>Driver Licensing Laws in British Columbia</p> <ul style="list-style-type: none"> <li>- who must hold a driver's licence</li> <li>- how to obtain a driver's licence</li> <li style="padding-left: 40px;">parental consent</li> </ul>                                                     | 1 hour  |

| SUBJECT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TIME    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> <li>identification requirements</li> <li>licence classifications</li> <li>driver's examinations</li> <li>learner driver's licences</li> <li>driver's licence issuance</li> <li>licences from other jurisdictions</li> <li>- maintaining a driver's licence <ul style="list-style-type: none"> <li>licence renewal</li> <li>prohibitions, cancellations and re-examinations</li> </ul> </li> <li>- driver's medical and vision requirements:</li> <li>- upgrading a driver's licence: <ul style="list-style-type: none"> <li>upgrading to class 6</li> <li>upgrading to class 1-4</li> <li>air brake endorsements</li> </ul> </li> </ul> |         |
| <p>Driver Training Regulations</p> <ul style="list-style-type: none"> <li>- overview of Division 27</li> <li>- how to obtain an Instructor's Licence</li> <li>- how to obtain a Driver Training School Licence</li> <li>- obligations of School and Instructor licences</li> <li>- the <i>Private Post-Secondary Education Act</i></li> </ul>                                                                                                                                                                                                                                                                                                                              | 1 hour  |
| <p>Traffic Law, Signs and Signals</p> <ul style="list-style-type: none"> <li>- traffic rules</li> <li>- standard traffic signs</li> <li>- standard traffic signals</li> <li>- pavement markings</li> <li>- traffic control persons</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              | 2 hours |
| <p>Laws of Physics as Applied to Driving</p> <ul style="list-style-type: none"> <li>- friction/traction</li> <li>- gravity</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 ½ hrs |

| SUBJECT                                                                                                                                                                                                                                                                                                                                                                                | TIME    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> <li>- kinetic energy</li> <li>- inertia</li> <li>- force of impact</li> <li>- practical applications in driving:               <ul style="list-style-type: none"> <li>restraint systems</li> <li>skids</li> </ul> </li> </ul>                                                                                                                       |         |
| <p>Stopping</p> <ul style="list-style-type: none"> <li>- time and distance</li> <li>- danger zones</li> <li>- emergency stops</li> <li>- anti-lock braking systems</li> </ul>                                                                                                                                                                                                          | 1 ½ hrs |
| <p>Driving Techniques</p> <ul style="list-style-type: none"> <li>- basic rules</li> <li>- intersections</li> <li>- turns at intersections</li> <li>- the urban environment</li> <li>- the highway environment</li> <li>- freeways</li> <li>- turn about:               <ul style="list-style-type: none"> <li>U-turns</li> <li>3 point turns</li> </ul> </li> <li>- parking</li> </ul> | 3 hours |
| <p>Adverse Conditions</p> <ul style="list-style-type: none"> <li>- road conditions</li> <li>- traffic conditions</li> <li>- visual conditions</li> <li>- winter conditions</li> </ul>                                                                                                                                                                                                  | 1 hour  |
| <p>Emergency Situations</p> <ul style="list-style-type: none"> <li>- driver errors</li> <li>- vehicle failures</li> </ul>                                                                                                                                                                                                                                                              | 1 hour  |

| SUBJECT                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TIME    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> <li>- road sharing errors</li> <li>- emergency vehicles</li> <li>- collisions</li> </ul>                                                                                                                                                                                                                                                                                                                                          |         |
| <p>How a Motor Vehicle Works</p> <ul style="list-style-type: none"> <li>- the engine</li> <li>- the power train</li> <li>- the body and chassis</li> </ul>                                                                                                                                                                                                                                                                                                           | ½ hr    |
| <p>Overview of Driver Skills Improvement Courses</p> <ul style="list-style-type: none"> <li>- overview of driver improvement courses available: <ul style="list-style-type: none"> <li>Defensive Driving Courses</li> <li>Hazard Avoidance Courses</li> <li>Professional Driver Improvement Courses</li> <li>The Smith System</li> <li>Driving with Finesse</li> <li>Total Control Driving</li> <li>Road Sense Driving</li> <li>Counter Steer</li> </ul> </li> </ul> | ½ hr    |
| <p>Managing Time and Space</p> <ul style="list-style-type: none"> <li>- preventable and non-preventable collisions</li> <li>- visual search</li> </ul>                                                                                                                                                                                                                                                                                                               | 2 ½ hrs |
| <p>ICBC Publications</p> <ul style="list-style-type: none"> <li>- review of <i>Safe Driving Guide</i></li> <li>- review of <i>Professional Driving Guide</i></li> <li>- review of <i>Safe Riding Guide</i></li> <li>- review of other ICBC publications</li> </ul>                                                                                                                                                                                                   | ½ hr    |
| <p>Basic Principles of In-car Driver Training</p> <ul style="list-style-type: none"> <li>- principles of conduct: <ul style="list-style-type: none"> <li>acceptable behaviour</li> <li>sexual harassment awareness</li> <li>interpersonal skills</li> </ul> </li> </ul>                                                                                                                                                                                              | 4 hours |

| SUBJECT                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TIME    |
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| <ul style="list-style-type: none"> <li>- avoiding complaints</li> <li>- principles of operation of Driver Training Vehicles: <ul style="list-style-type: none"> <li>use of dual controls</li> <li>vehicle maintenance</li> <li>vehicle inspection requirements</li> <li>choosing practice areas</li> <li>personal use of vehicles</li> </ul> </li> <li>- student record completion</li> <li>- scheduling lessons</li> <li>- collecting fees from students</li> </ul> |         |
| <ul style="list-style-type: none"> <li>- sequence of in-car lessons</li> <li>- training novice drivers</li> <li>- retraining drivers</li> <li>- training drivers with disabilities</li> <li>- common problems of trainees</li> <li>- special needs of learners: <ul style="list-style-type: none"> <li>students with language difficulties</li> <li>students with motor skill problems</li> <li>old drivers</li> </ul> </li> </ul>                                   | 4 hours |
| <p><b>Total Theory Training time must be at least 2400 minutes (40 hours).</b></p>                                                                                                                                                                                                                                                                                                                                                                                   |         |

### **Class 5 Practical Training**

Objective of Practical Training:

To achieve an acceptable level of ability to conduct practical driver training lessons by learning about and practising:

- safe driving techniques and habits
- effective techniques of critiquing driving
- the conduct of the lessons required to teach a novice driver the skills required to safely operate a motor vehicle

| SUBJECT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | TIME    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Vehicle Control - Part 1 <ul style="list-style-type: none"> <li>- instruments and controls</li> <li>- steering</li> <li>- stopping</li> <li>- shifting</li> <li>- moving away from the curb</li> <li>- moving towards the curb</li> <li>- right and left turns</li> <li>- backing</li> </ul>                                                                                                                                                                                                                                                                       | 2 hours |
| Vehicle Control - Part 2 <ul style="list-style-type: none"> <li>- parking:               <ul style="list-style-type: none"> <li>hill parking</li> <li>parallel parking</li> <li>backing into a parking stall</li> </ul> </li> <li>- U-turns and 3-point turns</li> </ul>                                                                                                                                                                                                                                                                                           | 2 hours |
| Driving in Urban Traffic, Highways and Freeways <ul style="list-style-type: none"> <li>- driving in residential areas</li> <li>- driving on arterial roads</li> <li>- driving in lanes and alleys</li> <li>- lane changes</li> <li>- traffic lights</li> <li>- driving on one way streets</li> <li>- driving in heavy traffic</li> <li>- visual search, speed and space management</li> <li>- highway/freeway on-ramps</li> <li>- highway/freeway off-ramps</li> <li>- high speed curves and turns</li> <li>- visual search, speed and space management</li> </ul> | 8 hours |
| Driver Skills Improvement <ul style="list-style-type: none"> <li>- visual search, speed and space management</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3 hours |

| SUBJECT                                                                                                                                                                                                                                                                                                                                                                                    | TIME            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Practice in Training Drivers <ul style="list-style-type: none"> <li>- effective training techniques</li> <li>- characteristics of student drivers:               <ul style="list-style-type: none"> <li>the young novice driver</li> <li>the older novice driver</li> <li>drivers taking retraining</li> <li>slow learners</li> </ul> </li> <li>- completion of student records</li> </ul> | 3 hours         |
| Preparing Drivers for Road Testing: <ul style="list-style-type: none"> <li>- preparing the new driver to take a road test</li> <li>- preparing a driver to take a re-examination</li> </ul>                                                                                                                                                                                                | 2 hours         |
| Practice in Driver Training Using Role-Playing                                                                                                                                                                                                                                                                                                                                             | 20 hours        |
| <b>Total Practical Training time must be at least 2400 minutes (40 hours).</b>                                                                                                                                                                                                                                                                                                             | <b>40 HOURS</b> |

**Minimum Total Class 5 Driver Training Instructor Curriculum Time: 80 hours**

## **SECTION 2: AIR BRAKE INSTRUCTOR CURRICULUM OUTLINE**

Objective of Training:

To achieve an acceptable level of knowledge of air brake systems and understanding of instructor techniques, and ability to conduct air brake courses by:

- reviewing air brake systems
- learning to prepare lesson plans and use training aids
- learning the principles and theory of the conduct of air brake courses
- learning to conduct the lessons required to teach a driver the knowledge and skills required to safely operate motor vehicles equipped with air brakes

| <b>SUBJECT</b>                                                                                                                                                                                                                                                               | <b>TIME</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Course Introduction                                                                                                                                                                                                                                                          | ½ hour      |
| Overview of Communication: <ul style="list-style-type: none"> <li>- principles of learning</li> <li>- student behaviour and motivation</li> <li>- ways of learning</li> <li>- uses of senses</li> <li>- understanding attitudes</li> </ul>                                   | 2 hours     |
| Principles of Instruction: <ul style="list-style-type: none"> <li>- instructional methods</li> <li>- stages of learning</li> <li>- learning curves and plateaus</li> <li>- feedback</li> </ul>                                                                               | 3 hours     |
| Lesson Planning: <ul style="list-style-type: none"> <li>- establishing learning objectives</li> <li>- organization of lesson material</li> <li>- selecting instructional methods</li> <li>- writing lesson plans</li> </ul>                                                  | 2 hours     |
| Instructor techniques: <ul style="list-style-type: none"> <li>- methods of questioning</li> <li>- group discussions</li> <li>- personal attributes and mannerisms</li> </ul>                                                                                                 | 3 hours     |
| Course Preparation: <ul style="list-style-type: none"> <li>- training resources</li> <li>- publicity/promotion</li> </ul>                                                                                                                                                    | 1 hour      |
| Coaching Skills                                                                                                                                                                                                                                                              | 2 hours     |
| Basic Air Brake Systems: <ul style="list-style-type: none"> <li>- heat, energy, friction, weight, speed, distance, reaction, brake lag and braking distance</li> <li>- engine and brake horsepower</li> <li>- differences between air brakes and hydraulic brakes</li> </ul> | 8 hours     |

| SUBJECT                                                                                                                                                                                                                                                                                                                                                                        | TIME      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <ul style="list-style-type: none"> <li>- force multipliers</li> <li>- compressor and governor</li> <li>- reservoirs</li> <li>- safety valves and one way check valves</li> <li>- foot valves, brake chambers, slack adjusters</li> <li>- brake assembly and adjustment</li> <li>- brake lines</li> <li>- gauges and switches</li> <li>- release and limiting valves</li> </ul> |           |
| <p>Basic Combination Vehicles Air Brake Systems:</p> <ul style="list-style-type: none"> <li>- hand valve and highway valve</li> <li>- emergency systems</li> <li>- tractor protection system</li> <li>- relay valves</li> <li>- tractor and trailer reservoirs</li> <li>- air lines</li> <li>- brake chambers</li> <li>- adjustments and trouble shooting</li> </ul>           | 2 hours   |
| <p>Dual Braking systems:</p> <ul style="list-style-type: none"> <li>- function and purpose</li> <li>- piping arrangements</li> <li>- modulated spring brake systems</li> <li>- automatic front wheel limiting devices</li> <li>- interlocked dash control valves</li> <li>- spring brake-equipped trailer systems</li> </ul>                                                   | 2 ½ hours |
| <p>Off-Highway Industrial. Air Brake systems:</p> <ul style="list-style-type: none"> <li>- Schedules B, L, L75, X, SX</li> </ul>                                                                                                                                                                                                                                               | 2 hours   |
| <p>Air-Actuated Braking Systems</p>                                                                                                                                                                                                                                                                                                                                            | 1 hour    |
| <p>Basic Principles of Air Brake Training</p> <ul style="list-style-type: none"> <li>- principles of conduct:</li> </ul>                                                                                                                                                                                                                                                       | 2 hours   |

| SUBJECT                                                                                                                                                               | TIME     |
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| acceptable behaviour<br>sexual harassment awareness<br>interpersonal skills<br>avoiding complaints<br>- principles of operation of Air Boards<br>- scheduling lessons |          |
| Practice in Conducting Air Brake Course                                                                                                                               | 4 hours  |
| <b>Total Air Brake Instructor Training time must be at least 2100 minutes (35 hours).</b>                                                                             | 35 hours |