



Driver Training School Instructor List

This form must be completed by all Driver Training Schools at the time of application for a British Columbia Driver Training School Licence. Driver Training & Assessment Standards must also be notified immediately when changes to instructor personnel occur.

NAME OF DRIVER TRAINING SCHOOL	DTC #
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Section 1 Instructor List

List all instructors employed by the above mentioned school indicating each type of instruction he/she provides at the school. Please attach additional sheets if your instructor list is longer than the list provided (Please Note: you only need to sign one declaration).

Type of instructor: The category of instructor is used to determine the bond amount required for an instructor. To determine the category of instructor (L or H), do the following:

- If only designations in the Instructor Category (L) column are checked, enter an "L" under the 'Category' column for that instructor
- If designations are checked in both Instructor Category (L) and Instructor Category (H) columns, enter an "H" under the 'Category' column for that instructor
- Turn page over to calculate bond amount required

Name of Instructor	DL No.	Instructor Licence Designations		Category (L or H)
		Instructor Category (L)	Instructor Category (H)	
Example 1: Joe Instructor	0000321	<input checked="" type="checkbox"/> 5/7 <input checked="" type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC Trainer (Employees only) <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	High Class <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air ITC Trainer <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	L
Example 2: Fred Trainer	0000321	<input checked="" type="checkbox"/> 5/7 <input checked="" type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC Trainer (Employees only) <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	High Class <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> Air ITC Trainer <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	H
Example 3: Tara Teacher	0000132	<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input checked="" type="checkbox"/> 6/8 ITC Trainer (Employees only) <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	High Class <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air ITC Trainer <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input checked="" type="checkbox"/> 6/8 <input type="checkbox"/> Air	H
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PLEASE TURN OVER...

Continued...

Section 2 Security Bond Amount Calculation

Use this section to calculate the amount of bond that your school must furnish and maintain with ICBC as a requirement of your driver training school licence. If you wish, you can use the Security Bond Calculator available on-line to calculate the required bond amount. The calculator can be accessed on-line using the following link:

<http://www.dtcbc.com/forms/dtc210.htm>

Step 1: Add together the number of Ls from the Category (L or H) column from page 1 and enter that number on Line 1. Multiply Line 1 by \$2000 and enter the total amount on Line 2.

1 _____ x \$2000 = 2 _____

If the amount of Line 2 is less than \$10,000 (e.g. \$8000), enter that amount on Line 3

If the amount of Line 2 is equal to or greater than \$10,000, enter \$10,000 on Line 3

3 _____

Step 2: Add together the number of Hs from the Category (L or H) column from page 1 and enter that number on Line 4. Multiply Line 4 by \$3500 and enter the total amount on Line 5.

4 _____ x \$3500 = 5 _____

Step 3: Add Line 3 and Line 5 together and enter the total amount on line 6.

6 _____
(required bond amount)

Section 3 School Declaration

I declare that the above information is true and correct.

Signature of School Signing Authority

Date