



Driver Training School Licence
Renewal Notification

DATE: February 3, 2012

Your Driver Training School Licence expires on **«LIC_EXP»**.

Name of School: **«SCHOOLFACILITY_NAME»**

Address: **«SCHOOLFACILITY_ADDRESS_LINE_1»**
«SCHOOLFACILITY_ADDRESS_LINE_2»
«SCHOOLFACILITY_ADDRESS_LINE_3»
«SCHOOLFACILITY_ADDRESS_LINE_4»
«SCHOOLFACILITY_ADDRESS_LINE_5»

Important information

Completing your renewal application

The following forms are enclosed for your completion. **It is important to have these forms completed and returned to this office immediately in order to ensure there is no delay in issuing your renewal.** Please note, that you *can not* operate as a driver training school once your school licence has expired.

Once you have completed the enclosed forms, return them together with the appropriate licence fees to the address below.

If we do not receive your renewal documentation upon expiry of your school licence, we will assume that you are no longer operating as a Driver Training School. At that time, your school file will be closed and services offered under your school licence will be revoked.

Your school licence allows access to the following services:

- authorized access privileges to ICBC Information (i.e., *Joint ICBC / Driver Training Industry Working Group Information* webpage or WebDEAS (if available))
- Book road test appointments or bring clients for road tests using driver training school vehicles.

If you are no longer operating as a Driver Training School, your security bond will be released two (2) years from the date of expiry.

Debts or fines owed to the Insurance Corporation of British Columbia

Please be advised that any debts or fines owing to the Insurance Corporation of British Columbia must be paid before a renewal school licence will be issued.

Legislative requirements to hold a driver training instructor's licence

Section 27.04(1) in Division 27 of the Motor Vehicle Act Regulations states that "No person or body may act as or be held out as being a driver training school except the holder of a valid and subsisting driver training school licence issued under this Division". A copy of Division 27 may be downloaded via our legislation web page located at www.dtcbc.com or requested from our office directly.

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Important Information continued...

Enclosed forms

The following forms are enclosed with your renewal package. Refer to the instructions provided on the back of the *Application for a British Columbia Driver Training School Licence* (MV2441). Please complete these forms in their entirety to avoid delay in processing your application.

1. Application for a British Columbia Driver Training School Licence (MV2441)
2. Instructor List (MV2412B)
3. Vehicle List (MV2415)
4. Fee Schedule (MV2414)
5. Password Administrator List (DTC403)

Agreements held by Driver Training Schools

If you are a Driver Training School that holds 1 or more Driver Training or Certification Agreements, please be aware that these Agreement(s) will expire on the same date as your Driver Training School Licence. The renewal process allows you to renew your school licence and all Agreements held by your school during the same annual renewal period.

- If you offer an **ICBC-Approved Driver Education Course**, you will find enclosed an Agreement that must be signed and returned to this office in order to extend the term of your agreement. Please note that if your course has changed significantly from your previous application, you must re-submit your course for re-approval (**see agreement and schedule(s) for course requirements**). Also complete the enclosed Approved Driver Education Course Signing Authorities (DTC213) form.
- If you are a **Driver Certification Facility** authorized to conduct Airbrake Pre-trip assessments and/or Motorcycle Skills assessments, you will find enclosed a Commercial Vehicle Driver Certification Extension Agreement and/or a Motorcycle Skills Assessment Facility Extension Agreement. This Extension Agreement(s) must be signed and returned to this office along with the completed Driver Certification Renewal Application Package.

If you meet the requirements for continued participation in the Driver Certification Program, a copy of the Extension Agreement(s) signed by ICBC will be sent to you.

- If you are an **Instructor Training Facility** authorized to conduct an instructor training program, you will find enclosed an Instructor Training Facility Certification Extension Agreement that must be signed and returned to this office along with the following forms for review:
 - *Instructor Training Facility—Annual Summary Report* (DTC304). Instructions on completing this form are provided
 - *Instructor Training Facility—Personnel List* (DTC306). Facilities should list all individuals currently authorized to act as Instructors, Assessment Officers and Signing Authorities according to the Facility's certification authority as defined in their certification agreement



**Application for a British Columbia
Driver Training School Licence**

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM PRIOR TO COMPLETING.

I hereby apply to the Insurance Corporation of British Columbia to operate a Driver Training School in accordance with the provisions of the Motor Vehicle Act and Regulations of the Province of British Columbia.

Section 1 School Information

LEGAL NAME OF DRIVER TRAINING SCHOOL		DTC # (IF EXISTS)	NAME OF OWNER	
REGISTERED ADDRESS		CITY	POSTAL CODE	TELEPHONE
CELL PHONE (IF AVAILABLE)	FACSIMILE (IF AVAILABLE)	EMAIL ADDRESS (REQUIRED)		
BRANCH OFFICE ADDRESS (IF APPLICABLE)		CITY	POSTAL CODE	TELEPHONE

Section 2 Application Type and Requirements

Application Type
 Original Renewal Duplicate

Application Details – Check the applicable items below to ensure you have included them with your submission.

<p>If you are applying for an original or renewal licence, include the following with your application:</p> <input type="checkbox"/> Instructor List (MV2412B) <input type="checkbox"/> Vehicle List (MV2415) <input type="checkbox"/> Copy of Current Vehicle Inspection Form (MV3104) <input type="checkbox"/> Fee Schedule (MV2414) <input type="checkbox"/> Password Administrator List (DTC403)	<p>School Licence fees (fees are payable to ICBC)</p> <input type="checkbox"/> \$100.00 for an original or renewal licence <input type="checkbox"/> \$15.00 for each duplicate or additional licence required <p>Number of Licenses required? _____</p> <p>Total amount enclosed: \$_____</p>
<p>If you are applying for an original licence, you must also include with the items above, the following:</p> <input type="checkbox"/> Proof of Bond <input type="checkbox"/> Proof of Company Registration	

Section 3 Declaration

To the Insurance Corporation of British Columbia

By signing this form I declare that:

- the information provided in support of this application is true and correct
- I have disclosed any affiliation with ICBC (employed by a Driver Licensing Centre or Appointed Agent/Government Agent's office)
- I am responsible for ensuring compliance with all applicable personal information privacy laws and the secure management of all customer personal information
- if I choose to book road test appointments on behalf of my students, I acknowledge that I have read and agree to comply with the Access to Road Test Booking Service Terms and Conditions (DTC206).

SIGNATURE OF APPLICANT

DATE

Please return your completed application to the address provided on the back of this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1 — School Information

Please complete this section in its entirety in order for us to confirm your identity. We require that you provide your email address so that we are able to send you timely information relating to applicable driver training programs and ICBC initiatives.

NOTE: If you are providing branch office information and do not have adequate space, please attach additional pages as required.

Section 2 —Licence Application Details

Application Type – This section is used to identify the type of school licence you are applying for.

Original – 1st British Columbia Driver Training School Licence issued.

Renewal – For renewal of School licence. School licenses expire on the last day of the 11th month from date of issue.

Duplicate – When applying for duplicate (additional or replacement) licenses.

Application Details – Complete this section to ensure you have included the required documents with your application. Check only the boxes that apply to your type of application.

Instructor List (MV2412B)

List of all licensed instructors employed by the Driving Training School. Required for original and renewal applications.

Vehicle List (MV2415)

List of all vehicles used by the Driver Training School to conduct practical driver training. Required for original and renewal applications.

Copy of Current Vehicle Inspection Report (MV3104)

Required for original and renewal applications.

- Does not apply to class 6/8 vehicles (motorcycles)

Fee Schedule (MV2414)

List of training fees charged for training provided by the Driver Training School. Required for original and renewal applications.

Proof of Bond

Driver Training Schools are required to hold and maintain security for the protection of the contractual rights of their students. For further details, see Division 27 of the *Motor Vehicle Act Regulations*. Required for original applications only. Original copy of bond is required.

Proof of Company Registration

Driver Training Schools must register their company with the Registrar of Companies and include with this application, proof of registration. Required for original applications only.

Registration with the Private Career Training Institutions Agency (PCTIA)

Driver Training Schools offering other types of career training (e.g. construction or heavy equipment) along with driver training may be required to register with the Private Career Training Institutions Agency (PCTIA). Schools interested in providing these types of training should contact PCTIA regarding registration requirements. You can contact PCTIA at 1-800-661-7441 or visit their website at pctia.bc.ca for more information.

Password Administrator List (DTC403)

A list of designated individuals responsible for contacting ICBC in the event that access problems to the On-line Road Test Booking Service ("WebDEAS") or Driver Training Industry Information webpage occur.

School Licence Fees – Complete this section to indicate the number school licenses you require and the amount of fees enclosed with your application.

- The cost of an original or renewal licence is \$100.00. There is \$15.00 fee for each duplicate (additional or replacement) licence.
- Each licence purchased is accompanied by a wallet size version.
- Fees can be paid by cheque or credit card (Master Card or Visa only).
- Fees are payable to the Insurance Corporation of British Columbia (ICBC).

Return this completed application to:

**ICBC, Driver Training Unit
P.O. Box 3750
Victoria, BC V8W 3Y5**

Additional contact information:

Telephone: 250-978-8370
Toll free: 1-866-339-0363
Facsimile: 250-978-8032
Website: dtcbc.com



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...

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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



Driver Training School Vehicle List

NAME OF DRIVER TRAINING SCHOOL	DTC#
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Section 1 Vehicle Information

List below the vehicles used by the above named school or its instructors to provide practical driver/rider training.

The information for each vehicle is available on the Licence, Registration, and Insurance document issued by the Insurance Corporation of British Columbia, and on the Commercial Vehicle Inspection report.

Licence Plate Number	Registration Number	Year	Make	Model	Inspection Decal Number (Attach copy of current inspection report(s))

Section 2 Vehicle Check List

Indicate which Motor Vehicle Act Regulations (Division 27) vehicle requirements have been met for the specific class of vehicles listed.

- Class 5/7 only**
- Dual Brakes
 - Dual Clutch Pedals for manual transmission vehicles (if applicable)
 - Rear View Mirror on passenger side of vehicle
 - Exempt from above requirements—Private vehicle(s) used for training persons with disabilities
- Class 1, 2, 3, 4 and 5/7 only**
- "Student Driver" signage
- Class 6/8 only**
- Reflective Vest(s) for each vehicle being used for practical on-highway training

Section 3 School Declaration

To the Insurance Corporation of British Columbia:

I declare that the above information is true and correct and all vehicles specified on this form meet the requirements as set out in section 27.09 of the Motor Vehicle Act Regulations and have undergone a mechanical safety check (**including dual controls**) by an ICBC accredited inspection facility.

Signature of Signing Authority	Title (if for limited company)	Date
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Access to Road Test Booking Service Terms and Conditions

ICBC will provide the Driver Training School ("DTS") with the ability to book appointments for road tests on behalf of its students in the following ways:

- In areas of British Columbia within the Driver Examination Appointment System zone, via telephone ("DEAS") and via the online Road Test Booking Service ("Web DEAS")
- In areas of British Columbia outside of the Driver Examination Appointment System zone, directly with Driver Licensing Offices.

Uninterrupted access to the respective road test booking services require strict adherence to the following terms and conditions:

1. The DTS is permitted to make appointments only on behalf of students who are in an active training program with the DTS.
2. The DTS must obtain written authorization, using a form to be approved by ICBC, to disclose personal information to ICBC for the purpose of booking a road test, from each student for whom it will be booking an appointment. The written authorization specifies which personal information will be disclosed, and the purpose for which it is being disclosed. The written authorization also states that ICBC may use the personal information to update its customer database.
3. For schools within the DEAS zone, the DTS may use Web DEAS to make appointments on behalf of students for Classes 5/7 or 6/8 road tests and Class 5 Re-examinations only. The DTS may book appointments on behalf of students via telephone for Classes 1, 2, 3, 4, 5/7 and 6/8, including subsequent re-examinations.
4. When making appointments, the DTS must identify the driving school by name, Driver Training Certification number (DTC#), telephone number and also must provide the student driver's licence number, student's last name (spelled correctly), class of licence, the desired location, and date and time required.
5. The DTS must not use one student driver's licence number and/or name to hold open appointments for other student(s).
6. For schools within the DEAS zone, all appointments must be booked and cancelled by telephone or online using Web DEAS. For schools outside of the DEAS zone, appointments must be booked, changed or cancelled by calling, attending or faxing (faxing service agreements must be in place with the local manager) the Driver Licensing Office at which the road test is to occur.
7. Cancellations and Rebookings must be completed 48 hours or more before the scheduled appointment time. For schools within the DEAS zone, extenuating circumstances may be called to the Road Test centre (or DEAS call centre if booked online) for review and monitoring. For schools outside of the DEAS zone, extenuating circumstances may be called to the Driver Licensing Office at which the road test is to occur.
8. Stand-by appointments will be monitored and if a student passes a stand-by appointment, any previously booked road test (for the same class of licence) for that student will be cancelled.
9. The DTS must make every effort to minimize the number of re-bookings and the number of students who do not attend for road test appointments.
10. The DTS may not cancel or change appointments made by individual students without the express written consent of the student, or unless authorized by an ICBC Driving School Inspector.
11. The DTS, its driver training instructors and all other employees must adhere to the Driver Training Industry Code of Conduct.

The DTS agrees to comply with the above terms and conditions. ICBC will monitor the DTS' compliance with the above terms and conditions, as amended from time to time, and failure to comply may result in the withdrawal of the DTS' access to DEAS and Web DEAS, at ICBC's sole discretion. ICBC may amend the above terms and conditions at any time by so notifying the DTS in writing. The DTS will have 30 days after any such notification to indicate to ICBC that it does not accept the amended terms and conditions, in which case ICBC may, at its sole discretion, withdraw the DTS' access to DEAS and Web DEAS. If the DTS does not respond to such notification within 30 days of its receipt, it will be deemed to have accepted the amended terms and conditions.



Authorized Access to ICBC Information—Password Administrator List

DRIVER TRAINING SCHOOL	DTC NO. (DRIVER TRAINING & CERTIFICATION NO.)
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Section 1 List of Designated Password Administrators

Indicate below the individuals designated to represent your school as password administrators. These individuals (maximum of 5) will be responsible for contacting ICBC in the event that access problems to the On-line Road Test Booking Service ("WebDEAS") or *Driver Training Industry Information* webpage occur.

1) _____ NAME	_____
SECURITY KEYWORD	
2) _____ NAME	_____
SECURITY KEYWORD	
3) _____ NAME	_____
SECURITY KEYWORD	
4) _____ NAME	_____
SECURITY KEYWORD	
5) _____ NAME	_____
SECURITY KEYWORD	

Section 2 Driver Training School Declaration

To the Insurance Corporation of British Columbia:

1. The information provided by me on this form is true and correct;
2. I acknowledge that only the designated password administrators identified on this form may contact ICBC in the event that password problems occur, and understand that any violation of these procedures may result in the removal of my on-line road test booking privileges or access to the *Driver Training Industry Information* webpage.

_____	_____	_____
OWNER/OPERATOR (please print)	SIGNATURE	DATE

RETURN TO: ICBC, DRIVER TRAINING UNIT, PO BOX 3750, VICTORIA, BC V8W 3Y5. TELEPHONE: 250-978-8370, TOLL FREE: 1-866-339-0363, FACSIMILE: 250-978-8032



Purpose and Principles

The Code of Conduct (hereinafter the “Code”) sets out ICBC’s expectations for professional conduct from its driver training stakeholders. It has been developed in a spirit of fairness and in support of British Columbia’s community of driver training schools and instructors.

ICBC respects the expectation of schools and instructors to access timely testing services for their students and to have their questions and concerns heard. This Code supports these goals, while also enabling ICBC staff to provide customers with safe and convenient access to the professional service to which they are entitled.

Driver Training School owners/operators, their driver training instructors and/or any other staff who violate the Code may have their school’s road test booking privileges suspended.

Code of Conduct

Driver training schools will make every attempt to ensure that:

1. Their employees do not interfere with the ability of ICBC driver testing or Point of Service staff to conduct their business;
2. Their employees obtain written consent from ICBC before making any visual or audio recording of an ICBC employee, any person who is in an ICBC office or is taking an ICBC-conducted driver examination;
3. Their employees do not solicit business at ICBC offices;
4. For every test booked by the driver training school, a candidate will appear at the Point of Service at the appropriate time with an acceptable vehicle, and be prepared to be tested; and
5. They will review the Code annually with their employees.

Driver training instructors will:

6. Not make derogatory comments about or engage in confrontations with students, other driver training schools, driver training instructors, or driver examiners;
7. Not attempt to influence or offer gifts or other benefits to a driver examiner or any other ICBC employee in the conduct or outcome of a road test;
8. Not practice in or otherwise use parking lots at ICBC offices during business hours, except for parking, as required, to attend a road test appointment or for legitimate personal business, such as an instructor’s own licensing transactions;
9. Not request a specific driver examiner or refuse a specific examiner to test their students – except where the driver examiner previously tested that student, and there are other driver examiners available at that location;
10. Not interfere with driver examiners, examinees or road test vehicles during road tests;
11. Ensure that their students present themselves to the test location at least 15 minutes prior to the road test appointment time;
12. Ensure that they have their student’s permission to discuss test results with the driver examiner, so as to respect the student’s right to privacy; and
13. Ensure that vehicles presented for road testing meet Motor Vehicle Act and Motor Vehicle Act Regulations safety standards, are properly licensed and insured, and that Commercial Vehicle Inspection Permit (CVIP) stickers, if applicable, are current.