



Driver Training School Licence
Renewal Notification

DATE: February 4, 2010

Your School Licence expires on **«LIC EXP»**.

Name of School: **«SCHOOLFACILITY_NAME»**

Address: **«Schoolfacility_Address_Line_1»**
«Schoolfacility_Address_Line_2»
«City», BC «POSTAL_CDE»

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.

Business Licence Requirement

If you are unable to provide this office with a copy of your business licence for the current year, a receipt of payment will be acceptable. If a receipt is unavailable, please notify this office and we will take the appropriate action to ensure that your renewal application is not held up.

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.

.../Turn over

Important Information continued...

Personal Information Officer Requirement

A Driver Training School must provide on its application, the name of the senior employee at the school who is responsible for ensuring the school's full compliance with the *Personal Information Protection Act* and all other applicable privacy laws (you can view the *Personal Information Protection Act* on-line by visiting our website via our legislation page at dtcbc.com)

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.

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**).
- 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

(SCH2)



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	NAME OF PERSONAL INFORMATION OFFICER
REGISTERED ADDRESS		CITY	POSTAL CODE	TELEPHONE
CELL PHONE (IF AVAILABLE)	FACSIMILE (IF AVAILABLE)	EMAIL ADDRESS (IF AVAILABLE)		WEB SITE URL ADDRESS (IF AVAILABLE)
BRANCH OFFICE ADDRESS (IF APPLICABLE)		CITY	POSTAL CODE	TELEPHONE

Section 2 Licence Application Details

Application Type	Designation(s)
<input type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> Duplicate	I am applying for a Driver Training School Licence with the following Designation(s): <input checked="" type="checkbox"/> DIV27 (Designated to all licensed schools for all classes) <input type="checkbox"/> GLP <input type="checkbox"/> CVA <input type="checkbox"/> MSA <input type="checkbox"/> ITC Classes: <input type="checkbox"/> 1-5/7 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 and/or <input type="checkbox"/> Air Brakes

Section 3 Application Requirements Checklist

To assist you in completing this application, please check off only the items applicable to your submission

<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"/> Copy of Municipal Licence(s) <input type="checkbox"/> Proof of Bond (not required for renewal applications) <input type="checkbox"/> Password Administrator List (DTC403)

School Licence fees (fees are payable to ICBC – see back of form for further details)

\$100.00 for an original or renewal licence
 \$15.00 for each duplicate or additional licence required

Number of Licenses required? _____

Total amount enclosed: \$_____

Section 4 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 and;
- I have disclosed any affiliation with ICBC (employed by a Driver Licensing Centre or Appointed Agent/Government Agent's office).
- the person named in Section 1 as 'Personal Information Officer' is the senior employee of the Driver Training School responsible for ensuring compliance with all applicable personal information privacy laws and the secure management of all customer personal information.

SIGNATURE OF APPLICANT

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

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1 — School Information

Please complete this section in its entirety in order for us to confirm your identity, to contact you when necessary, and to confirm the name of the senior employee at the school who is responsible for ensuring your school's full compliance with the *Personal Information Protection Act* and all other applicable privacy laws (You can view the *Personal Information Protection Act* on-line by visiting our website via our Legislation page at dtcbc.com).

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

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

- **Application type**

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

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

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

- **DIV27 designation**

This designation is provided to all driver training schools and authorizes the school to conduct driver training to the paying public as per Division 27 of the Motor Vehicle Act Regulations—this designation does not allow for the delivery of an ICBC-Approved Driver Education Course unless the school holds a GLP designation.

- **GLP designation**

This designation is applicable to Licensed Driver Training Schools authorized by ICBC to deliver an approved Driver Education Course. Schools that wish to have their course approved by ICBC can request an application package from the Driver Training & Assessment Standards Department—ICBC-Approved Driver Education Courses must be delivered by a Driver Training Instructor with a GLP designation.

- **CVA designation**

Authorizes a Driver Training School to conduct Air Brake Pre-trip Assessments under the Commercial Vehicle Driver Certification Program.

- **MSA designation**

Authorizes a Driver Training School to conduct Motorcycle Skills Assessments under the Driver Certification Program—this designation does not authorize the conduct of motorcycle road assessments.

- **ITC designation**

Authorizes a Driver Training School to train and assess instructor candidates for a specific class or endorsement under the Instructor Training Facility Certification Program.

Section 3 Application Requirements Checklist

This section identifies the requirements that Driver Training School applicants must meet in order to obtain a school licence. Check only the boxes that apply to your 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.

Copy of Municipal Licence – Required for original and renewal applications.

- A copy of the business licence or receipt of payment must accompany this application.
- If an exemption has been granted by the municipality for a particular location, proof of the exemption must be provided

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.

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 (payable by cheque or credit card (Master Card or Visa only))

- Fees are payable to the Insurance Corporation of British Columbia (ICBC)
- The cost of an original or renewal licence is \$100.00. There is \$15.00 fee for each duplicate (additional or replacement) licence required
- Each licence purchased is accompanied by a wallet size version

Section 4 — Declaration

You must sign this section to declare that the information provided in the application is true and correct. By signing this declaration, you are also confirming that you have disclosed any affiliation with ICBC (i.e., employed by a Driver Licensing Centre or Appointed Agent/Government Agent's office).



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



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.

Code of Conduct

Driver training schools will make every attempt to ensure that:

- their employees do not interfere with the ability of ICBC driver testing or Point of Service staff to conduct their business;
- 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;
- their employees do not solicit business at ICBC offices;
- 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 prepared to be tested; and
- they will review the Code annually with their employees.

Driver training instructors will:

- not make derogatory comments about or engage in confrontations with students, other driver training schools or driver training instructors, or driver examiners;
- not attempt to influence or offer gifts or other benefits to a driver examiner in the conduct or outcome of a road test;
- not practice in or otherwise use parking lots at ICBC offices during business hours, except for parking, as required, to support a road test booking or for legitimate personal business, such as an instructor’s own licensing transactions;
- not request a specific driver examiner or refuse a specific examiner to test their students – except where the driver examiner previously tested that student;
- avoid practicing on road test areas during business hours or following road test vehicles during a road test, especially in areas used by driver examiners to test parking or pull-over maneuvers, as this interferes with driver examiners’ ability to conduct their tests and can result in a delay of test completion;
- ensure that their students present themselves to the test location at least 15 minutes prior to the road test appointment time;
- 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
- ensure that vehicles presented for 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.