



DTCU TRAINING BULLETIN

Volume 1, Issue 2

November 1, 1999

We're on the move !!!

On November 8th 1999, the Driver Training and Certification Unit (DTCU) will relocate to office space in downtown Victoria.

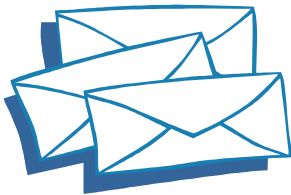
How to contact us...



You can call us at our new telephone number: (250) 978-8370 or fax us at (250) 978-8006.

Our **new** mailing address is:

Driver Training and Certification Unit – ICBC
PO Box 3750
Victoria, BC
V8W 3Y5



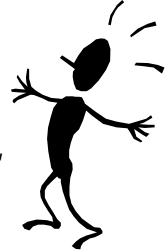
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Driver Training and Certification Unit – ICBC
PO Box 3750
Victoria, BC V8W 3Y5
Telephone: (250) 978-8370

"Heads up" for medicals

We are looking at establishing new procedures for processing Driver Training Instructor applications. In the meantime, we want to **reduce** the time it takes to process Driver Training Instructor medical forms.



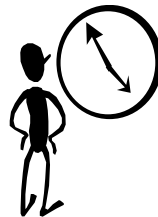
HOW:

The Driver Training Instructor applicant should contact us at (250) 978-8370 **prior** to the start of their training. (Consider using this step as part of the hiring process).

DTCU WILL:

1. Pre-screen the applicant, check appropriate records and provide the applicant with the information they need to complete their package.
2. Send the appropriate medical and application package to the Driver Training Instructor applicant.

BENEFITS:



- This process will eliminate the possibility of a medical form being sent to the Office of the Superintendent of Motor Vehicles rather than DTCU – **SAVES TIME**.
- DTCU can advise the Instructor Applicant of the requirements they need to follow – **SAVES TIME**.
- DTCU can track the medical/application package by knowing when the medical was issued, where the package was sent, when we received it etc. – **PROVIDE BETTER CUSTOMER SERVICE**.

NOTE: We hope to have our own customized **Driver Training Instructor Medical Evaluation forms** by the end of the year. Stay tuned!

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Reminder for GLP approved schools...



All instructors who teach GLP approved courses **must** have a GLP designation.

Completion of the GLP instructor's course is **not** enough.

To apply for the GLP instructor's designation:

1. Complete the application for a duplicate instructor's licence.
2. Attach a copy of the GLP Course Completion form completed by the Justice Institute along with the \$15.00 processing fee made payable to the Minister of Finance.
3. Mail **all** items to the Driver Training and Certification Unit.

How are we doing?

We'd like some feedback on the DTCU bulletin.

- Is it informative?
- Is it easy to read?
- What other information would you like to see included in the bulletin?

Fax or mail your comments to our new location and let us know what you think. Thanks.



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