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This bulletin is published by the:
Driver Training & Certification Unit,
Insurance Corporation of British Columbia
for the Driver Training Industry of British
Columbia

The Driver Training & Certification

Driver Training Industry

Bulletin



Certification Updates

The Driver Certification Program was recently reviewed. One of the recommendations from that review was that changes should be made to ensure that assessments were being done uniformly across the province.

At the same time, the introduction of the Graduated Licensing Program brought about significant changes in driver training and assessment. As a result of these initiatives, the entire Certification Program is being redesigned, with clearer objectives and new agreements to reflect the new program goals.

Motorcycle Skills Assessment (MSA) Certification Program

With ICBC's recent introduction of the revised Motorcycle Skills Test and new Class 6 and 8 road tests, the Motorcycle Rider Certification Program has been changed.

Effective March 1, 2001, the 'Motorcycle Rider Certification Program' (now referred to as the 'Motorcycle Skills Assessment Certification Program'), has been scaled back to cover training and assessment to remove restriction 11 from a Class 6 or 8 Learner Licence (Restriction 11 restricts a learner to riding only while supervised by an adult Class 6 motorcycle operator's licence holder; riding at speeds not exceeding 60km/h; and not riding on freeway portions of highways 1 and 99). With this change, only the Motorcycle Skills Test (MST) may be waived where a learner completes an approved course and qualifies on a Motorcycle Skills Assessment at an authorized Motorcycle Skills Assessment (MSA) Facility.

New Certification Agreements between ICBC and MSA facilities are now in place. MSA Assessment Officers have been trained to conduct the new Motorcycle Skills Assessment to the same standards as a Motorcycle Skills Test conducted by ICBC Driver Examiners.

High Class Driver Certification/Instructor Training Certification

On June 1, 2001, newly revised certification agreements will take

effect. All existing agreements will be terminated as of May 31, 2001.

Between now and the end of May, we will be working to complete the new agreements and schedules, design new forms and develop and implement the systems and procedures required to administer and monitor the new program. During this period, packages will be sent to all existing facilities describing the new program and containing a new agreement and schedules, copies of forms, and instructions on how to participate.

Near the end of June, a number of workshops will be held to introduce and discuss the revisions of these agreements. It is also an opportunity for those interested in participating in the Certification Program to provide input and to meet some of the Driving School Inspectors and staff of the Driver Training & Certification Unit.

Our goal is to ensure a seamless transition from the old program to the new, for facilities that choose to participate in the redesigned Certification Program.

GLP Designation Qualifies for Theory Designation

Instructors applying for a GLP designation on their Instructor’s Licence now automatically qualify for a theory designation. Previously, GLP instructors were not permitted to teach non-GLP theory driver training unless they had a theory designation on their Instructor’s Licence. GLP instructors could only teach the theory component of an ICBC Approved Driver Education Course.

If you are an instructor currently holding a GLP designation and do not have a theory designation on your Instructor’s Licence, you may apply to the Driver Training & Certification Unit to have this designation added to your Instructor’s Licence (\$15.00 duplicate fee applies). If you

choose not to apply for a theory designation at this time, it will be added to your Instructor’s Licence when your next renewal application is processed.

Please note however, that in order to conduct non-GLP theory, you must obtain a theory designation prior to conducting a non-GLP theory course.

Additional Copies of Instructor Licences

Driver Training Instructor Licences must be displayed at each location where training is being conducted as required by section 27.06(1) of Division 27, *Motor Vehicle Act Regulations*.

In the interim, for those licenced Driver Training Instructors providing training in multiple locations, the Driver Training School may apply at this time for additional copies of Instructor Licences free of charge for all instructors employed by the school. Contact us at (250) 978-8370 for more information.

On renewal, instructors can indicate the number of copies they require and will not be charged for the additional copies. Instructor Licences which have been misplaced/lost will be charged the standard \$15.00 duplicate fee for any replacement Licence(s).

GLP Instructor Training Course Information

Instructors delivering ICBC-Approved Driver Education Courses (classroom or practical instruction) are required to have a GLP designation on their Instructor’s Licence. To enroll in any of the upcoming courses, you must hold a valid British Columbia Driver Training Instructor’s Licence. Successful completion of the course enables instructors currently holding a practical licence to deliver both practical and theory components of ICBC- Approved Driver Education Courses.

What will be covered in the course?

The GLP Instructor’s Course focuses on techniques for leading GLP-approved courses such as:

- Developing lesson plans that include a variety of instructional strategies
- Facilitating groups of adult learners in a classroom situation
- Assessing student progress throughout a course

What do you have to do to successfully complete the course?

- Successfully complete all assignments during the course.
- Attend all five days of the course. Withdrawal or absences will require that the course be retaken. The course fee must be paid each time.

What can you do to prepare for the course?

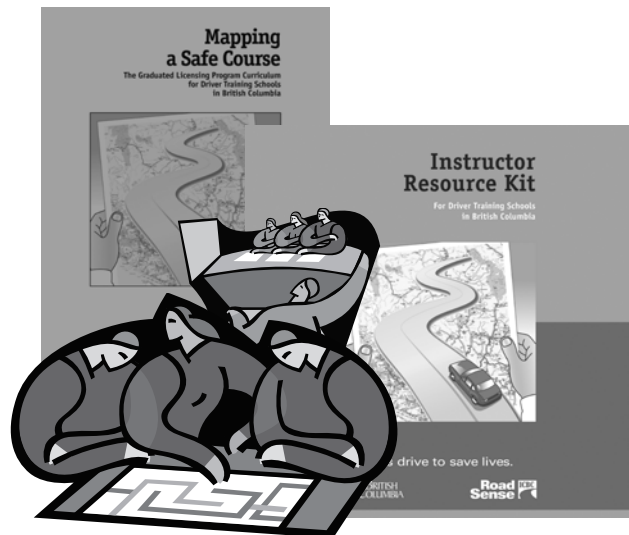
- Read the *Mapping A Safe Course* curriculum guide and review Sections 5 and 6 of the *Instructor Resource Kit*. Course

registrants can order these from the Driver Training and Certification Unit at (250) 978-8370.

- Reduce your outside commitments to a minimum for the course week – it’s an intensive week with some evening work recommended.

What are the course fees?

- The course fee is \$400.00.
- Fees include course instruction, materials and break refreshments (not lunch).



GLP Instructor Training Courses Schedule for 2001

Start Date	End Date	Location	Facility
4 June 2001	8 June 2001	New Westminster	Justice Institute
9 July 2001	13 July 2001	Victoria	Holiday Inn
23 July 2001	27 July 2001	New Westminster	Justice Institute
13 August 2001	17 August 2001	New Westminster	Justice institute
24 September 2001	28 September 2001	New Westminster	Justice Institute
19 November 2001	23 November 2001	New Westminster	Justice Institute

Additional or Alternate Courses Scheduled Upon Request

GLP Instructor Training Courses may also be scheduled upon request at the Justice Institute or at facilities throughout British Columbia. If there are sufficient numbers of licensed instructors to conduct a course at another time and/or location then arrangements may be made to offer an additional or alternate course. Requests for such courses can be made to the Driver Training and Certification Unit at (250) 978-8370 and must meet the following criteria:

- A minimum of 30 days notice must be given to request an additional or alternate course.
- A minimum of 3 licensed instructors must be confirmed to register in the course once scheduled.

NOTES:

The 30-day notice requirement is necessary to allow the Justice Institute of BC and ICBC sufficient time to complete all the requisite scheduling and administrative arrangements to set up the additional or alternate course.

Approved Course Advertising for Theory and Practical Components

Driver Training Schools that have an ICBC-Approved Driver Education Course are required to adhere to specific advertising guidelines regarding the theory and practical components of an ICBC-Approved Driver Education Course.

An Approved Course must include both theory and practical components; thus, the advertising of an Approved Course must also indicate both theory and practical components.

Schools are not permitted to advertise these components separately.

Advertising Approved Course for High School Credit

Schools offering an ICBC Approved Driver Education Course should be aware that

completing an Approved Course does not necessarily guarantee that the student will receive a high school credit for the completion of this course.

Any advertisements that speak about receiving high school credits should not imply that a high school credit is guaranteed but that students *may* receive these credits.

It is suggested that the wording used in advertisements of an Approved Course to receive high school credit should be worded as follows:

“May receive high school credit for successful completion of an ICBC-Approved Driver Education Course”

The decision to accept a Declaration of Completion for high school credit is at the sole discretion of the Ministry of Education.

Declaration of Completion Form for High School Credits

The Ministry of Education has been contacted to

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ICBC

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Sheri Solares

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**Technical Information
Coordinator**

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Manager

Donna Palamarek

DTC Secretary

Holly Pritchard

clarify, what is considered a replacement *Declaration of Completion* (DOC) form when a student misplaces/loses the copy provided by a driver training school (DOCs are provided to students to successfully completed an ICBC Approved Driver Education Course).

The Ministry has indicated the following

NEW PROCEDURE**Ordering Forms & Resource Materials**

As you are aware, changes to the ordering of forms and resource material are now in effect.

Driver Training & Certification will be responsible for providing new and existing forms and resource materials to the Driver Training Industry that are required by the school/facility in order to operate. We will not provide bulk requests to be handed out to your students, employees or for display purposes.

The following lists indicate who to contact for specific forms and resources:

Driver Training & Certification Unit

- All forms required for driver training & certification (i.e., Road Test Results forms, Certification Forms, *Declaration of Completion* Forms)
- Videos used for driver training
- Mandatory resource material required for specific driver training programs (i.e. *Instructor Resource Kit, Course Approval Guide, Mapping a Safe Course*)

**Driver Services Centres/Appointed Agent or
authorized Government Agent**

- *RoadSense for Drivers* guide
- *RoadSense for Riders* guide
- *Driving Commercial Vehicles* guide
- Road Safety Materials such as posters, brochures, fact sheets etc.
- *Tuning-Up* guides (\$5.00 ea plus GST)

provisions:

- must be a clear, legible photocopy
- the photocopy must be re-stamped to designate it as an original
- the driving school should indicate on the form that it is a 'duplicate' or 'replacement'

copy and initial.

These provisions are necessary in order for high schools to allocate 2 credits towards a student's high school graduation.

Motor Vehicle Accident Causes Death of Instructor

Recently, Driver Training Instructor Rick Mackintosh suffered a fatal motor vehicle accident while conducting driver training.

Rick had been a Driving Instructor in British Columbia since 1994.

A memorial service was held on January 10, 2001. In addition to Rick's friends and students, it was well attended by members of the driver training industry, ICBC Driver Examiners and Driving School Inspectors.

We offer our sincere condolences to Rick's wife, family and friends.



REMINDER:

Driver Training Vehicle Requirements

A reminder to all school owners/operators, that all vehicles used for driver training must be in compliance at all times, not just at the time of inspection.

Also, any private vehicles used for driver training purposes must have the inspection decal displayed on the vehicle.

Vehicle requirements are defined in the *Motor Vehicle Act Regulations*.

NEW PROCEDURE



Inspection Reports

Copies of Inspections Reports for each vehicle used for driver training are no longer required by the Driver Training & Certification Unit.

It is no longer necessary to attach these reports when applying for an original or renewal Driving School Licence.



Information relating to inspections is now verified by the Driver Training & Certification Unit through a Vehicle Inspection System

Instructor Medicals Recognized by the Superintendent of Motor Vehicles

The Superintendent of Motor Vehicles (SMV) and ICBC have partnered together to exchange medical information for the purpose of reviewing a driver's ability to drive a motor vehicle and/or conduct driver training.

This is good news for those instructors who are required to have both SMV and Driver Training & Certification medicals completed on a regular basis.

Prior to any medical information being released to the Superintendent or ICBC, instructors must provide their formal consent by completing a *Driver Training Instructor Medical Examination Request (MV2097)* form. This form is included in the application package for applying for a British Columbia Instructor's Licence.

Driver Training & Certification Will Now Review SMV Medicals Completed Within 2 Years

Previously, SMV medicals older than 6 months would not be reviewed. Effective immediately, SMV medicals completed within 2 years of our request for an Instructor Medical Evaluation will now be reviewed by our Medical Advisor. This will eliminate the additional cost to instructor/applicants who may be required to have two separate medical examinations.

Please be advised that SMV medicals are not automatically passed by our Medical Advisor. These medicals must be reviewed to confirm that the ICBC medical standards required to be a Driver Training Instructor are met.

NOTE: Further medical information may be requested by our Medical Advisor if deemed necessary. The Superintendent of Motor Vehicles may also request additional medical information as required.

L and N Sign Requirements

As you know, a person to whom a Class 7 or 8 learner licence has been issued must not operate a motor vehicle unless an 'L' sign is displayed.

This requirement does not apply where the person is receiving practical driver training instruction with a licensed Driver Training School conducted in a vehicle used for driver training.

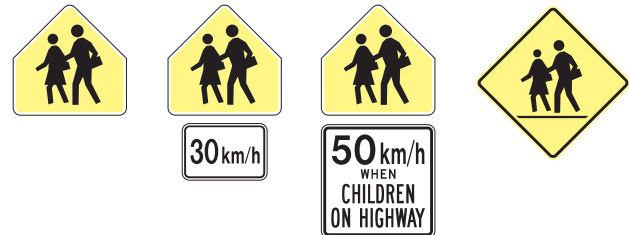
While the 'L' sign is not required by driver training school vehicles (but is recommended) during the conduct of driver training, it is a requirement while taking the actual road test. In this case, a driver training school vehicle used during the conduct of a road test is not exempted from this requirement.

Division 30.10 of the *Motor Vehicle Act Regulations* sets out L and N sign requirements.

New Fluorescent School Zone Signs

New fluorescent school zone signs are being seen in increasing numbers near schools.

These signs are fluorescent yellow-green with black lettering.



These signs have the same legal authority as the blue school signs and yellow school crosswalk ahead signs which will eventually become obsolete.

It is important to understand that the Police and the RCMP have the authority to issue speeding tickets for disobeying the speed tab attached to these signs.

Links to Driving School Web Sites

Last year, all driving schools were sent a survey to complete to determine their interest in having a link to their web site via ICBC's web site.

Based on the information we received, we will be providing this service to the driver training industry in the near future.

In order to provide this service, computer system changes will be necessary. These changes will be made on the next release of the Driver Training & Certification System expected to be developed sometime this Summer.

The driver training industry will be contacted prior to these changes to obtain more information on their school web sites.

Proposed Release Date of Driver Training & Certification Web Site

The proposed release date of the Driver Training & Certification Web Site will be sometime early this Summer.

This site is being developed to provide improved service to the Driver Training Industry and those interested in driver training in British Columbia.

The services this site will provide are:

- Information on the various driver training & certification programs
- Ordering Forms and Resources with the option to download specific items
- Pre-approval forms completed on-line
- Change your address on-line



- Links to other useful Internet sites including ICBC's web site, 'www.icbc.com.'
- Contacting us by e-mail
- Updates on changes to driver training and certification programs
- On-line archives of all Driver Training Industry Bulletins and more...

Driver Training Certification Form Changes

Recently, the *Driver Training Certification* (MV2067) form was revised due to changes to the Motorcycle Rider Certification Program.

All Assessment Facilities were sent an initial supply of this form and were advised to discontinue use of the previous version.

Please note, that as of June 15, 2001, all forms with a 'B' series will no longer be accepted at Driver Licensing Offices.

Driver Applicants presenting these older forms will be asked to return to the assessment facility who issued the form to obtain the newly revised form with a 'C' series (the series number is located at the top right corner of the form.)

ACCOMPLISHMENTS



ICBC would like to share with you the following accomplishments attained by members of the Driver Training Industry:

- Academy Driving School Ltd. (Young Drivers of Canada), were voted "The best driving school" by the readers of *Burnaby Now Community* newspaper in 1998, 1999 and 2000.
- Byron Briton and Josie Briton of North Shore Driving School Ltd. were presented with the highest international award in the driving school industry on November 18, 2000 in Sarasota, Florida while attending the Driving School Association of the Americas (DSAA) annual conference. The H.B. Vinson Award "For Dedication and Sacrifice in the Interest of Traffic Safety"

was presented by the DSAA, with over 200 members in attendance.

On December 7, 2000 at a formal awards night held at the Hotel Vancouver, Byron and Josie Briton received the #1 Gold Consumers Choice Award for Business Excellence. It was presented to North Shore Driving School Ltd. for 'The Best Driving School in the Vancouver Lower Mainland.' The Consumers Choice Awards are chosen 100% by the public. Vancouver TV televised the special awards evening on February 3, 2001 from 4:00 PM to 5:00 PM.

ICBC would like to congratulate these members of the industry for their successes.

If you have had any recent accomplishments relating to driver training and would like them published in the next issue of the *Driver Training Industry Bulletin*, contact the Driving School Inspector in your area.

Driving School Inspectors

Tom Corsie, Vancouver Island
(250) 616-8628

Chuck Laidlaw, Greater Vancouver
(604) 297-3819

Anthony Chui, Greater Vancouver
(604) 297-3822

John Eastman, Greater Vancouver
(604) 297-3820

Nancy Anderson, Greater Vancouver/Fraser Valley
(604) 297-3823

Ron Jorgensen, Interior
(250) 979-3957

How are we doing?



We would like some feedback on the Driver Training & Certification *Driver Training Industry 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 the address listed below and let us know what you think.

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