

## Driver Training Schools

### ***Q. Who needs to obtain a driver training school licence?***

**A.** Most organizations that provide driver training to the general public must hold a driver training school licence issued by ICBC. Types of instruction include theoretical or practical driver training provided to individual clients, whether the client is learning how to drive, upgrading their driver’s licence or attending an advanced/refresher driving course.

Driver training school licensing requirements differ depending on what type of organization is providing the training, the type of training and to whom the instruction is being provided.

Please refer to the table below to determine whether your organization is required to hold a driver training school licence.

<b>Driver Training School Type</b>		
• Does your organization provide driver training instruction to the general public (i.e., members of the public who enrol as students at your school)?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
• Does your organization provide driver training instruction for compensation (i.e., money) or other consideration?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b><i>If you answered ‘No’ to <u>either</u> of the first two questions, your organization is not required to hold a driver training school licence.</i></b>		
• Does your organization provide driver training instruction <b><i>only</i></b> to companies, fleets or other organizations under contract?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
• Does your organization provide driver training instruction <b><i>only</i></b> to other employees of your organization?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
• Does your organization provide driver training instruction for the specific purpose of learning to drive a motor vehicle off-highway or how to drive on a racetrack or closed circuit <b><i>only</i></b> ? <sup>†</sup>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
• Is your organization a vocational training school operated by the government?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
• Is your organization a college or institute under the <i>College and Institute Act</i> or the <i>Institute of Technology Act</i> or a university?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
• Is your organization an independent school under the <i>Independent School Act</i> or a school under the <i>School Act</i> providing driver training to students?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b><i>If you answered ‘Yes’ to <u>any</u> of the remaining six questions, your organization is not required to hold a driver training school licence.</i></b>		

<sup>†</sup> Please note that this does ***not*** apply to organizations that use off-highway facilities (e.g., a racetrack) to teach road driving skills. <sup>†</sup>

***Q. My school has never needed a licence, so why does it need one now?***

**A.** As a result of a regulatory review, it has been determined that organizations meeting the above criteria must hold a licence in order to legally provide driver training instruction to the general public. This includes *non-learner class* instruction. ICBC is committed to the fair treatment of all driver training industry members. In order to be fair, the law must apply equally to all individuals providing driver training. It is through this consistency that we can all help to ensure that the public receives a high standard of training through safe and qualified schools. For example, the licensing process ensures a driver training school has proper customer protection through its bonding requirement.

***Q. How much does a driver training school licence cost?***

**A.** Original licences and licence (annual) renewals cost \$100 per year. As well, driver training schools are required to furnish and maintain a security bond with ICBC, based on the number of instructors that are in the driver training school's employ and the type of training provided.

The application package can be found online at  
<http://www.dtcbc.com/forms/schpack.htm>.

***Q. What happens if my driver training school is required to obtain a licence but doesn't do so?***

**A.** ICBC understands that bringing all outstanding organizations into compliance with British Columbia's licensing requirements will take some time. Therefore, ICBC will only consider taking enforcement action against a facility or individual if they do not meet licensing requirements after being provided a reasonable opportunity to comply voluntarily. Not having a Driver Training School licence when one is required is a ticketable offence, carrying a fine of \$270 (plus Victim Administration Surcharge).

***Q. Does my driver training school have to use licensed driver training instructors?***

**A.** All licensed driver training schools are required to use licensed driver training instructors to deliver driver training. A driver training school that uses unlicensed instructors may have its licence suspended, cancelled or not renewed. As well, the individual providing driver training is committing a ticketable offence, which carries a fine of \$270 (plus Victim Administration Surcharge).

***Q. How do I obtain a driver training school licence?***

**A.** You can visit our Driver Training Industry Information Webpage at [http://www.dtcbc.com/info/sch\\_lic/index.html](http://www.dtcbc.com/info/sch_lic/index.html). The webpage provides comprehensive details on the school licensing process and a downloadable application package. We can also mail you an application. To obtain an application by mail or for any other questions you may have, you may contact a DTAS Representative at 1-866-339-0363 (toll-free within BC) or 250-978-8370 (within Victoria).

## Driver Training Instructors

### ***Q. Who needs to obtain a driver training instructor licence?***

- A.** Most individuals that provide driver training to the general public must be licensed as a driver training instructor by ICBC. Types of instruction include any theoretical or practical training, whether the student is learning how to drive, upgrading their driver's licence or attending an advanced/refresher driving course.

Driver training instructor licensing requirements differ depending on the type of training and to whom the instruction is being provided.

Please refer to the questions in the table below to determine whether you are required to hold a driver training instructor licence.

<b>Driver Training Instructor Type</b>		
<ul style="list-style-type: none"> <li>• Do you provide driver training instruction to the general public (i.e., members of the public who enrol as students at your school)?</li> </ul>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<ul style="list-style-type: none"> <li>• Do you provide driver training instruction for compensation (i.e., money) or other consideration?</li> </ul>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b><i>If you answered 'No' to <u>either</u> of the first two questions, you are not required to hold a driver training instructor licence.</i></b>		
<ul style="list-style-type: none"> <li>• Do you provide driver training instruction <b>only</b> to companies, fleets or other organizations as an employee or under contract?</li> </ul>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<ul style="list-style-type: none"> <li>• Do you provide driver training instruction to fellow employees within your organization <b>only</b>?</li> </ul>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<ul style="list-style-type: none"> <li>• Do you provide driver training instruction for the express purpose of learning how to drive a motor vehicle off-highway or how to drive on a racetrack or closed circuit <b>only</b>?<sup>†</sup></li> </ul>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b><i>If you answered 'Yes' to <u>any</u> of the remaining three questions, you are not required to hold a driver training instructor licence.</i></b>		

*† Please note that this does **not** apply to instruction for road driving skills that occurs at an off-highway facility.*

### ***Q. I have never needed a licence in the past, so why do I need one now?***

- A.** As a result of a regulatory review, it has been determined that instructors meeting the applicable criteria must hold a licence in order to legally provide driver training instruction to the general public. This includes *non-learner class* instruction. ICBC is committed to the fair treatment of all driver training industry members. In order to be fair, the law must apply equally to all individuals providing driver training. It is through this consistency that we can all help to ensure that the public receives a high standard of training through safe and qualified instructors. For example, the licensing process

ensures all instructors meet basic customer protection standards by having their driving record, medical status and criminal history reviewed.

***Q. How much does a driver training instructor licence cost?***

- A. A licence costs \$30 (originals and renewals) and is valid for two years. Any fees related to criminal record checks and medical evaluations are the responsibility of the applicant. The Driver Training Instructor Pre-Approval form can be found online at [http://www.dtcbc.com/info/inst\\_lic/instorig.htm](http://www.dtcbc.com/info/inst_lic/instorig.htm).

***Q. Is it possible to be a self-employed driver training instructor?***

- A. Yes. However, because driver training instructors can only teach students enrolled at a driver training school, they must somehow be affiliated with a driver training school (i.e., be bonded by that school). Driver training instructors who work completely independent of a driver training school must also obtain a driver training school licence and meet those licensing requirements.

***Q. How does one ordinarily become a driver training instructor in British Columbia?***

- A. For individuals wishing to become a driver training instructor in BC, there are generally three stages to the application process:

**Stage 1 – Driving Record & Indebtedness Check:** DTAS will conduct a driving record check to determine if the applicant has a valid driver's licence, sufficient driving experience, less than 10 demerit points over a two year period and is at least 19 years of age. As well, it is ICBC policy that no licensing transactions be undertaken until any outstanding debts owing to ICBC or to the Province of British Columbia (Motor Vehicle Fines) are paid.

**Stage 2 – Medical Evaluation & Criminal Record Check:** The applicant must undertake a medical evaluation and have a criminal record check completed by their local police department.

Please note that applicants for a "theory only" instructor licence are not required to undertake a medical evaluation.

**Stage 3 – Instructor Training:** Upon approval of all of the above, the applicant will be advised to attend an ICBC-Approved Driver Training Instructor Certification Course. An instructor's licence is issued upon successfully completion of the course and providing DTAS with a certificate of completion from the Instructor Training Facility. Training costs vary depending on the facility chosen. Alternative processes may be available to individuals with previous driver training experience.

***Q. Are there any other options available to obtain a driver training instructor's licence?***

- A. Yes. Applicants who have held a driver training instructor licence in BC within the past two years (but are currently expired) are eligible to have their licences reinstated by completing Stages 1 and 2.

All other applicants who have been providing driver training instruction without a licence

may be eligible to challenge the training requirement (Stage 3) by undergoing an Instructor Challenge Evaluation. Such applicants may include those who:

- have held a driver training instructor licence in the past, but the licence has been expired for longer than two years
- who hold a current driver training instructor licence from another jurisdiction
- have a combination of related instructional training and experience (e.g., have been teaching advanced driver/rider training programs) acceptable to DTAS

***Q. How does one apply for an Instructor Challenge Evaluation?***

**A.** Applicants using the online application form can indicate their preference to challenge the training requirement.

A DTAS Representative will determine whether the applicant meets the Stage 1 requirements. If the stage requirements are met, the applicant will be provided a driver training instructor licence application and a challenge application package. Once the completed medical evaluation, criminal record check (Stage 2) and challenge application is returned to the DTAS office, it will be reviewed and the applicant will be informed of their eligibility to take the challenge. Along with the forms, a challenge applicant must provide the following information:

**Résumé of Training and Experience** – a summary of relevant instructor training completed, and driver training conducted, including estimates of practical and theory instructional hours.

**Supporting Documentation** – copies of instructor licences (out-of-province instructors), completion certificates for training completed, letters from past employers confirming driver training conducted.

An Advisor will review the case and advise the applicant as to whether they can proceed with the challenge or if they are required to take an Approved Driver Training Instructor Course.

***Q. Other questions?***

**A.** More information is available on the Driver Training Industry Information Webpage at [http://www.dtcbc.com/info/inst\\_lic/index.htm](http://www.dtcbc.com/info/inst_lic/index.htm).

An applicant can begin the licensing process by filling out the online Driver Training Instructor Pre-Approval form. Upon review your information, a DTAS Representative will send you an application package. An applicant who does not have access to the internet can contact DTAS by telephone to request an application be sent by mail. Call DTAS at 1-866-339-0363 (toll-free within BC) or 250- 978-8370 (within Victoria).