

Code of Conduct and Ethics Senior Driving Instructor

Each Driver Training School must designate at least one Senior Driving Instructor, for each class of operator's licence for which driver training is given at the school to guide and assist its staff in providing quality student instruction, mentor all other Driving Instructors, and to meet administrative requirements.

Duties

In addition to fulfilling the role of a Driving Instructor, a Senior Driving Instructor shall guide and assist the Driver Training School's other Driving Instructors in the performance of their duties by:

1. Keeping current on all changes to Driver Training standards and ensuring Driving Instructors are kept up to date with respect to any such changes;
2. Monitoring and assessing each Driving Instructor's performance at a minimum of six month intervals, and completing a Driver Training Instructor Monitoring Report outlining the findings, issues and steps taken to address the issues. The Senior Driving Instructor must continue to work with the Driving Instructor until the issue(s) is addressed. Where the Driving Instructor has been licensed for less than one year, or where an earlier assessment has identified a concern, the interval shall be reduced to three months; and
3. Providing initial, remedial and skills upgrading training as required. Senior Driving Instructors may contact a Driver Programs Administrator for guidance if required.

Delegated Duties

The following requirements of a Driver Training School license holder may be delegated to the Senior Driving Instructor, although ultimate responsibility for these duties resides with the license holder:

1. Maintaining and updating the Record of Licensed Instructors (DPLS0006) of all Driving Instructors currently employed by the Driver Training School, and ensuring that each Driving Instructor continues to hold a valid driver instructor's and driver's licence. Any changes to information on the Record of Licensed Instructors must be communicated to Driver Education and Examination Standards (DEES) within 30 days of making any such changes.
2. Maintaining a record of each Driving Instructor's on-duty and training hours, to ensure that the hours of work guidelines are adhered to and to ensure that total training hour's statistics are available as required on the renewal application;
3. Maintaining and updating the Record of Driver Training Vehicles (DPLS0001) of all Driver Training vehicles currently used by the Driver Training School to conduct Driver Training;
4. A Senior Driving Instructor must have completed three successful audits with DEES for his/her own school before he/she is eligible to be affiliated with another Driver Training School. DEES must be notified prior to affiliation with any Driver Training School. A Senior Driving Instructor can be affiliated with a maximum of two Driver Training Schools. Non-compliance will result in disciplinary action as determined by DEES;

NOTE: A Senior Driving Instructor may be affiliated with more than one Driver Training School, and must ensure that travel to other Driver Training Schools does not interfere with their duties with other affiliated schools as listed above. DEES has the right to refuse or revoke a Senior Driving Instructor Licence if travel between multiple schools interferes with the duties of a Senior Driving Instructor.

5. Ensuring that all driver training vehicles meet all mechanical, equipment and documentation requirements;
6. Ensuring that all "General Inspection Report Documents, Vehicle and Equipment" forms are completed and current;
7. Responding to consumer questions or complaints regarding the driver training provided or with respect to the action of a Driving Instructor; and
8. Approving and signing the course completion form by verifying that the students' time requirements and grade standards have been achieved.

NOTE: The Code of Conduct must be signed by the Senior Driving Instructor upon licence renewal.

Acknowledgment

I will abide by the *Driver Training and Driver Examination Regulation (AR 316/2002)* and the Licensed Driver Training School Policies and Procedures Manual ("Manual"), specifically associated with being a Senior Driving Instructor in the Province of Alberta. I acknowledge that the Manual is a term and condition of my licence and therefore non-compliance with the manual may result in disciplinary action including cancellation.

I understand my authorization to fulfill a Senior Driving Instructor role is conditional upon my compliance with the above terms and agree to perform the duties identified.

Signature of Senior Driving Instructor

Name of Senior Driving Instructor (please print)

Class or Type of Driver Training Program

Date (YYYY-MMM-DD)

Name of Driver Training School