



LICENCED DRIVER TRAINING SCHOOL TERMS AND CONDITIONS

Notwithstanding my/our general obligation to comply with all legal requirements, I/we herein agree to meet and adhere to the following conditions:

School:

1. The driver training school shall maintain in full force and effect a surety bond or letter of guarantee in an amount of not less than \$10,000 (ten thousand dollars) that runs concurrently with the Driver Training School Licence.
2. The driver training school shall maintain for a period of not less than two years the following records with respect to each student driver it trains for all training programs offered:
 - a. Full name and complete address;
 - b. Date of birth;
 - c. Date of enrolment;
 - d. Driver's licence number;
 - e. Class of driver's licence held at time of enrolment;
 - f. Type of course or training provided;
 - g. Date, time, duration and student rating (or progress report) of each lesson, initialed by the student (classroom and in-vehicle);
 - h. Name of the instructor presenting each lesson;
 - i. Location of classroom facility;
 - j. Written examination paper as required by the Director;
 - k. Course completion date;
 - l. Total fees charged to student (fee schedule); and
 - m. Driver training school copy of completed Notice of Driver Education Course Completion Certificates (DPLS0047); the school is accountable for used and unused certificates.
3. The school shall maintain a list on file containing the following information for all vehicles currently used by the school or its agents to provide driver training:
 - a. Year;
 - b. Make;
 - c. Serial number (VIN);
 - d. Licence plate number currently registered to that vehicle;
 - e. Insurance expiry date
 - f. Verification of 6D insurance endorsement;
 - g. Date and report of most recent mechanic's inspection report; and
 - h. Vehicle equipment indicating dual brakes, signs and mirrors.

A copy of this list shall be provided to Alberta Transportation upon demand.
4. The driver training school shall operate in accordance with all relevant legislation and regulation (e.g., employment standards, occupational health and safety, freedom of information and protection of privacy) and comply with all municipal bylaws, including business licensing requirements. The municipal business licence is to be displayed in the place of business.

5. The driver training school shall immediately notify the Director of any change in school status such as; address, ownership, or senior instructor.
6. It is the responsibility of the driver training school owner/manager to have access to, and understand the provisions of, the Driver Training and Driver Examination Regulation (Alberta Regulation 316/2002).
7. The Driver Training School Licence issued by Alberta Transportation, Driver Programs and Licensing Standards, shall expire at 11:59 P.M. (23:59 hours), on the date indicated on it. The licence is to be displayed in the place of business.

Instructors:

8. The school shall maintain a list on file of all instructors currently employed by the school and this list shall contain the following:
 - a. Senior instructor(s) designation;
 - b. Instructor's name;
 - c. Instructor's licence number;
 - d. Expiry date of the instructor's licence;
 - e. Class(es) of instruction permitted;
 - f. Instructor's Alberta driver's licence number;
 - g. Instructor's Alberta driver's licence expiry date;
 - h. Instructor's Alberta driver's licence class(es); and
 - i. Instructor's date last monitored by senior instructor.

A copy of this list shall be provided to Alberta Transportation upon demand.

9. The driver training school must employ an instructor who will be designated as the senior instructor. This individual must have a minimum of two years in-vehicle training experience as a licensed driving instructor in the class or classes of training for which they have designated senior instructor status. The senior instructor must be approved by Alberta Transportation.
10. The school's senior instructor shall monitor the performance of each instructor at six month intervals, complete a written assessment of the performance in a form acceptable to the Director, and file that assessment on the employee file. These assessments are to be made available, upon demand, for inspection by authorized Alberta Transportation representatives. When the instructor has been licensed for a period that is less than one year, performance shall be monitored at three month intervals.

Vehicles:

11. Each vehicle registered in the name of the driver training school shall at all times be insured under a driver training school standard endorsement, "SEF 6D".
12. Should the driver training school utilize a motor vehicle registered to a person or company other than the driver training school, the school shall maintain a non-owned automobile liability insurance policy, "SPF #6", and ensure that the registered owner of that vehicle remains insured under a driver training school standard endorsement SEF 6D form. (This provision is not applicable to vehicles exempted under the *Driver Training and Driver Examination Regulation*.)

13. In accordance with the provisions of the *Driver Training and Driver Examination Regulation*, the school shall ensure vehicles used to provide driver training are inspected by a licensed mechanic and that inspection certificates, dated within the preceding twelve month period, are carried in the corresponding vehicles. (Acceptable forms include the format provided by Alberta Transportation, or forms approved by Alberta Transportation for the mechanical inspection of commercial vehicles.)
14. In addition to the licensed mechanic's inspection, each vehicle used to provide driver training shall be inspected for general fitness by a school official at six month intervals. A report, in a form acceptable to the Director, shall be completed following each such inspection and made available, upon demand, to authorized Alberta Transportation representatives.

Lessons:

15. The Director deems that the use of a cellular telephone, citizen band radio or similar device, during the presentation of in-vehicle training is not considered a good driver training practice and therefore not permitted.
16. Where classroom lessons are presented, the school shall ensure that:
 - a. It complies with minimum driver training curriculum guidelines;
 - b. Each student has adequate seating and writing surface; and
 - c. Each student is provided with a statement of disclosing fees, services and conditions.

Class 5 Training:

17. If the driver training school offers driver training which is recognized for automobile insurance premium reduction, the school shall adhere to all standards established by Alberta Transportation, including providing a minimum training period of 15 hours classroom and 10 hours of in-car training.

NOTE: Six hours of in-car training is acceptable if the student is the holder of a Class 5, non-GDL, driver's licence at time of enrolment.

18. Lesson length shall not exceed the following limits unless written permission is first obtained from the Director or his/her representative.

A. Class 5 In-Vehicle Training

- i. No student driver, holding only a Class 6 or 7 driver's licence, shall be given more than two continuous hours of in-vehicle instruction without being provided with a minimum of one 15 minute break, which shall commence at the end of the second hour of instruction.
- ii. No such student driver shall be given more than four hours of in-vehicle driving instruction within a continuous twelve hour period.

B. Class 5 Classroom Training (This includes all practical demonstration training which does not involve the student in actual vehicle driving.)

- i. Maximum classroom instruction time provided to a student shall not exceed eight (8) hours

within any one day, and in no case shall such instruction be conducted after 11:00 p.m., without the consent of an authorized Alberta Transportation representative.

- ii. Classroom sessions which exceed four hours, but which do not exceed six hours in length, shall provide a minimum 30-minute break to be scheduled at the midpoint of that session.
- iii. Where classroom instruction sessions exceed six hours, one 15-minute break shall be provided to the student at the end of the second hour of instruction. A one-hour break shall be held immediately following the fourth hour of instruction. A further 15-minute break shall be held at the end of the sixth hour.
- iv. Classroom sessions which start at 6:00 p.m. or after, shall end no later than 10:30 p.m., that same day. Any session which exceeds three hours shall contain one 15-minute break at the midpoint of that session.

NOTE: Break periods, or time allocated for testing, are not to be considered as part of the required instructional training time

Mandatory Entry-Level Training (MELT):

19. Daily instruction should not exceed eight (8) hours. A combination of different training components may be incorporated within the eight hours. A meal break of at least 30-minutes but not exceeding 60 minutes should be included in training. It should be recognized that lessons of increased duration may cause trainee fatigue and a decreased ability to learn. One 15-minute break is required if a lesson exceeds two hours. It should be provided near the mid-point of the lesson and may not be provided more than two hours into the lesson. Behind-the-wheel training should not exceed six (6) hours in a day for each trainee.
 - A. Class 1 Mandatory Entry-Level Training (MELT)
 - i. Students enrolled in a Class 1 MELT course are required to take a minimum of 40.5 hours of classroom instruction, 15.5 hours of in-yard training, and 57 hours of in-cab training.
 - B. Experience and Equivalency Class 1 Mandatory Entry-Level Training (MELT)
 - i. Students enrolled in an Experience and Equivalency Class 1 MELT course are required to take a minimum of 12.5 hours of classroom instruction, 6.5 hours of in-yard training, and 21 hours of in-cab training.
 - C. Class 2 Mandatory Entry-Level Training (MELT)
 - i. Students enrolled in a Class 2 MELT course are required to take a minimum of 18 hours of classroom instruction, 10.6 hours of in-yard training, and 21.25 hours of in-vehicle training.
 - D. Class 2-S Mandatory Entry-Level Training (MELT)
 - i. Students enrolled in a Class 2-S MELT course are required to take a minimum of 19.5 hours of classroom instruction, 9.5 hours of in-yard training, and 24.5 hours of in-vehicle training.

It is understood and agreed these Terms and Conditions as outlined shall remain in continuous force and effect until such time as the driver training school ceases to operate, at which time Alberta Transportation must be advised in writing of the name, address and telephone of the person who will be keeping the records.

It is likewise understood and agreed the Director or his/her representative may, at any time, by providing notice in writing add to, delete from, or alter the Conditions as outlined herein.

I/we do hereby confirm that all Terms and Conditions have been read and I/we are aware of its contents. I/we understand that any violation of the terms and/or conditions specified, or any violation of the provisions of the *Driver Training and Driver Examination Regulation*, or order made thereunder, may result in the suspension, or cancellation of the Driver Training School Licence.

Indicate (X) MELT Training Class 5 Program
beside:

Name of Driver Training School Owner/
Manager
(Please Print)

Indicate (X) Owner Manager
beside:

Signature of Driver Training School Owner
/Manager

Date

Signature of Driver Programs Administrator

Copy provided to Driver Training School Owner/Manager: Yes

For further information, please contact a Driver Programs Administrator at:

Toll-free in Alberta by first calling 310-0000.

Alberta Transportation
Driver Programs
Suite 130, 4999 – 98 Avenue NW
EDMONTON AB T6B 2X3
Telephone: 780-427-8230

Alberta Transportation
Driver Programs
1st Floor, 803 Manning Road NE
CALGARY AB T2E 7M8
Telephone: 403-297-6679