



Code of Conduct and Ethics Driver Training School Licence Holder

Alberta Transportation considers the adherence to the following guiding principles vital in maintaining the integrity of Driver Training programs. Every Driving Training School Owner, Manager, Senior Driving Instructor and Driving Instructor is required to commit to upholding these guiding principles in accordance with the *Driver Training and Driver Examination Regulation* (AR316/2002).

Code of Conduct and Ethics

The holder of a Driver Training School licence shall adhere to the following guiding principles:

1. Recognize that this is a position of public trust, and the safety of many people depend upon his/her decisions;
2. Administer their duties without personal prejudice or partiality;
3. Conduct all driver training in a manner that recognizes the dignity of the individual;
4. Be a model of excellence to the public in his/her personal driving behavior;
5. Serve the public with promptness and courtesy;
6. Provide accurate information to the public, referring to the appropriate organization for any inquiry that cannot be answered with certainty;
7. Have full knowledge of driver training policies appropriate to his/her role;
8. Not attempt to influence the conduct or outcome of a practical road test conducted by a Driver Examiner;
9. Develop the knowledge and skills that allow the student to become a competent driver, rather than focus the student's training on passing the practical road test. Driving Instructors shall not use Driver Examiner routes for training purposes;
10. Never use substances that could impair your judgement or alertness (i.e., alcohol, cannabis, medications) during a lesson and ensure there are no conditions (i.e., fatigue, stress) that could impair your judgement or alertness;
11. Advise Driver Fitness Monitoring (DFM) of the particulars of any student that you believe may not be able to operate a motor vehicle in a safe manner for medical or other reasons;
12. Report to Alberta Transportation, Driver Programs, any incidents of bribery or fraud encountered in the course of your duties;
13. Maintain personal appearance and demeanor in a professional manner;
14. Not do anything that may be construed as sexual harassment while operating in the capacity of a Driving Instructor. This requirement includes, but is not limited to, sexual harassment towards students, Registry Agents and Driver Programs staff;
15. Notify Alberta Transportation of any personal charges and/or convictions of any criminal offence; and
16. Notify Alberta Transportation, within 30 days, of any changes in driver's licence status or conditions that would affect the ability to legally operate a motor vehicle for the purpose of driver training or any changes to information on the Record of Licensed Instructors (DPLS0006).

NOTE: The Code of Conduct must be signed by the Driver Training School licence holder on a yearly basis.

Acknowledgment

I have read and understand the guiding principles indicated in the Code of Conduct and Ethics. 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"), 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.

Signature of School Licence Holder

Name of School Licence Holder (please print)

Name of Driver Training School

Date (YYYY-MM-DD)