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# Licensed Driver Training School

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Policies and Procedures



July 2020

Alberta 

July 28, 2020

All professional Driver Training must be conducted in accordance with the standards contained within this manual, subject to amendments or directives from Alberta Transportation and the *Driver Training and Driver Examination Regulation (AR 316/2002)*.

The Director, Driver Education and Examination Standards, has delegated authority to authorize the establishment of standards and amendments made to the Licensed Driver Training School Policies and Procedures Manual. The Director approves of this July 25<sup>th</sup>, 2020 version of the Licensed Driver Training School Policies and Procedures Manual.

2020-07-28

X Mike Sharun

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Director

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Mike Sharun  
Director  
Driver Education and Examination Standards

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**SUBJECT: GLOSSARY**

The following terms will be used throughout this manual:

**Agent** – A person who acts on behalf of another person or group.

**Alberta Transportation** – The provincial government department that is responsible for, among other things, administering Driver Training programs.

**Alberta Transportation Safety Board (ATSB)** - The ATSB adjudicates in matters relating to driver's licensing.

**Audit** - An official inspection of a Driver Training School's files, and any other material related to Driver Training Schools conducted by Alberta Transportation employees.

**Bribery** - To persuade someone to act in one's favour, typically by a gift of money or other inducement.

**Bus** – A commercial vehicle requiring the driver to hold a Class 1, 2 or 4 driver's licence.

**Cars** – Includes light trucks and other vehicles, which may be operated with a Class 5 driver's licence.

**Code of Conduct and Ethics** - The principles set forward that Driver Training Schools, Senior Driving Instructors and Driving Instructors must adhere to and uphold as a condition of holding a Driver Training School licence or Driving Instructor's licence, which if violated will result in disciplinary action.

**Condition Code** - Endorsements or restrictions on a driver's licence that limit the ability of a client to operate certain or all motor vehicles, operate a motor vehicle during certain times of the day, or otherwise restrict a client's driving privileges due to a medical condition.

**Conflict of Interest** - A situation in which a person is in a position to derive personal benefit from actions or decisions made in an official capacity as a licensed Driver Training School or Driving Instructor.

**Criminal Code (Canada)** - A law that codifies most criminal offences and procedures in Canada.

**Directive** - An official instruction coming from the Government of Alberta.

**Director** – The Director, Driver Education and Examination Standards, who has the delegated authority to act on behalf of the Registrar, including the initiation of disciplinary action against a licence holder.

**Driver Fitness and Monitoring (DFM)** – The section of Alberta Transportation that is responsible for, among other things, reviewing medical files and imposing Condition Codes.

**Driver Programs Administrator** – A Government of Alberta employee who maintains the service standards and audits Driver Training Schools, Senior Driving Instructors and Driving Instructors.

**Driver Education and Examination Standards (DEES)** – The section of Alberta Transportation, Driver Programs, that is responsible for, among other things, licensing schools and instructors and who administers the governance and oversight and regulates licensed Driver Training Schools and Driving Instructors.

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**SUBJECT: GLOSSARY**

**Driver Examiner** – A Government of Alberta Driver Examiner or Licensed Driver Examiner.

**Driving Instructor** – A Driving Instructor licensed by the Government of Alberta, who is not a Senior Driving Instructor.

**Driver Training School** - A licensed Driver Training School, person or partnership, or entity, including Driving Instructors of all levels, owners, and other employees.

**Driver Training** – Government approved instruction given to a person in a classroom, in-yard, online or in a motor vehicle that is designed to improve the driver's skills, train the person to qualify for a Class of driver's licence not already held, train the person to qualify for an endorsement on their drivers licence, train the person to qualify for the removal of a probationary driver's licence classification, or train the person to be a Driving Instructor.

**Endorsement** - Endorsements are placed on a driver's licence to indicate a professional driver course was completed, or that a driver has permission to drive a certain type of vehicle.

**Executive Director** – The Executive Director, Driver Programs has the delegated authority to act on behalf of the Registrar, including the initiation of disciplinary action against a licence holder.

**GDL** – Graduated Driver Licensing.

**ID** – Identification.

**Investigator** – A Government of Alberta employee who works within the Special Investigations Unit (SIU).

**Learner** – The holder of a Class 7 driver's licence.

**Licence Suspension** – This is the temporary withdrawal of a Driver Training School or a Driving Instructor's licence for a specified period of time.

**Licence Cancellation** – This is the termination of a Driver Training School or a Driving Instructor's licence for a specified period of time.

**Monitoring Session** – A Driver Training session in which a DPA from DEES accompanies a Senior Driving Instructor or Driving Instructor and grades their performance to ensure compliance with this manual and other relevant regulations.

**Motor Vehicle Specialist (MVS)** – An employee of Service Alberta who provides administrative support to Registry Agents.

**Probationary Driver** – The holder of a Class 5 GDL or Class 6 GDL driver's licence.

**Registrar** – The Registrar of Motor Vehicle Services, and includes any person who, on the directions of the Registrar, is acting on behalf of the Registrar of Motor Vehicle Services.

**SUBJECT: GLOSSARY**

**Registry Agent** – A business that provides the following but is not limited to, motor vehicle and driver licensing services to the public, knowledge and vision tests, the screening of medical forms, and the issuance of driver's licences and vehicle registrations under contract with Service Alberta.

**Regulation** – The *Driver Training and Driver Examination Regulation (AR316/2002)*.

**ROADS** – The interface with the Motor Vehicles System (MOVES)

**Sanctions** - A penalty for disobeying or non-compliance with a rule or directive as provided in this manual.

**Senior Driving Instructor** – A Driving Instructor licensed by the Government of Alberta who is responsible for guiding and assisting other Driving Instructors and staff in providing quality student instruction and to meet administrative requirements.

**Service Alberta**– The provincial government department that provides government services to the public through Registry Agents.

**Sexual Harassment** - Any conduct, comment, gesture or contact that may be construed as being a sexual advancement by the Instructor towards another person or is otherwise sexual in nature.

**Special Investigations Unit (SIU)** – A section of Service Alberta, responsible for protecting the integrity of licensing systems and programs, in conjunction with Driver Education and Examination Standards, Alberta Transportation.

**Student** - A person to whom a service is provided by a Driver Training School or Driving Instructor.

**Trucks** – Commercial vehicles requiring the driver to hold a Class 1 or 3 driver's licence.

**SUBJECT: INTRODUCTION**

**A. Role of Driver Training**

1. Alberta Transportation, Driver Education and Examination Standards (DEES), has a mandate to ensure the safety of all those who share the streets and highways. Part of this commitment is the promotion of professional Driver Training to provide a foundation of the proper skills, knowledge, and attitudes that will allow drivers to operate vehicles safely.
2. The provision of professional Driver Training services to Albertans is a shared responsibility between Alberta Transportation, which provides the legislative authority and policy framework, and licensed Driver Training Schools or person or partnership or who provide the training and determine if students meet provincial standards.
3. While family or friends may provide informal training and employers may train employees for site specific training, only a licensed Driving Instructor, employed by a licensed Driver Training School, may provide professional Driver Training for compensation of any kind or without compensation.
4. Only a licensed Driving Instructor, employed by a licensed Driver Training School, may teach Government of Alberta standardized curriculums.
5. Driver Training as per Section of the *Driver Training and Driver Examination Regulation (AR 316/2002)* 1(e) is defined as:

“(e) “driver training” means instruction given to a person in a classroom or a motor vehicle that is designed to:

  - i. improve the person’s driving skills,
  - ii. train the person to qualify for a class of operator’s licence the person does not already hold,
  - iii. train the person to qualify for an endorsement on the person’s operator’s licence,
  - iv. train the person to qualify for the removal of the probationary operator’s licence classification from the person’s operator’s licence, or
  - v. train the person to be a driving instructor”
6. All professional or formal Driver Training must be conducted in accordance with the standards contained within this manual, subject to amendments or directives from Alberta Transportation and the *Driver Training and Driver Examination Regulation (AR 316/2002)*. This manual is available on Alberta Transportation’s website at <https://open.alberta.ca/publications/licensed-driver-training-schools-policies-and-procedures-2020> .
7. A license is required as per Section 2 of the *Driver Training and Driver Examination Regulation (AR 316/2002)* which states that:

2(1) A person or partnership shall not operate a driver training school unless the person or partnership holds a subsisting driver training school licence for the school.

“(2) Subsection (1) does not apply to the following:

  - a. the Government of Alberta;
  - b. a school under the *School Act*,
  - c. a person who operates a driver training school solely for the purpose of giving driver training to that person’s employees or prospective employees.”

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**SUBJECT: INTRODUCTION**

8. All Driver Training School owners, managers, Senior Driving Instructors, and Driving Instructors are required to be familiar with the contents of this manual and communicate appropriate policies to their Driving Instructors or staff. Alberta Transportation permits and encourages Driver Training Schools to copy any or all portions of this manual for distribution to Driving Instructors.

**B. Authority of the Registrar**

1. The Registrar of Motor Vehicle Services has the legislated authority to establish terms and conditions to obtain and hold a Driver Training School licence and/or a Driving Instructor's licence.
2. Compliance with the *Licensed Driver Training School Policies and Procedures Manual* and/or Mandatory Entry Level Training (MELT) Program requirements is a term and condition of a Driver Training School licence and/or a Driving Instructor's licence. Non-compliance can result in an administrative penalty, suspension or termination of the licence.
3. Alberta Transportation provides on-going support services to the industry, along with regular audits and monitoring, to ensure the highest standards of service delivery to Albertans.
4. Effective April 1, 2013, administrative penalties are an interim step between a warning and a licence suspension. They allow DEES to use corrective action in the form of a fine. In routine cases, administrative penalties are imposed under a progressive disciplinary model and penalties will increase with severity or frequency.

**C. Driver Training Code of Conduct and Ethics**

1. Alberta Transportation considers the respect for and adherence to these guiding principles to be vital in maintaining the integrity of Driver Training programs. Every Driver Training School Owner, Manager, Senior Driving Instructor and Driving Instructor is required to commit to upholding these guiding principles, and compliance is a term and condition for holding a Driver Training School, Senior Driving Instructor or Driving Instructor's licence. The respective Code of Conduct and Ethics forms (appendix 9) must be signed by the Driver Training School owner, manager, Senior Driving Instructor and Driving Instructors on a yearly basis.
2. The Registrar may cancel or suspend a Driver Training School licence if the Driver Training School Owner or Manager does not sign the Driver Training School Licence Holder Code of Conduct and Ethics form or is not in compliance with the guiding principles of the Code of Conduct and Ethics.
3. The Registrar may cancel or suspend a Senior Driving Instructor or Driving Instructor licence if the Senior Driving Instructor or Driving Instructor does not sign the Code of Conduct and Ethics or is not in compliance with the guiding principles of the respective Code of Conduct and Ethics. Senior Driving Instructors must sign the Code of Conduct and Ethics for Senior Driving Instructors in addition to the Driving Instructor or Code of Conduct and Ethics. Driving Instructors must sign the Driving Instructor Code of Conduct and Ethics.

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**SUBJECT: LEGISLATION**

**STANDARD:** Driver Training School licence holders must be aware of and must abide by, the legislation authorizing and regulating the driver training industry, as well as regulations pertaining to driver licensing and motor vehicle operation.

**A. *Traffic Safety Act (TSA)***

1. The *Traffic Safety Act* provides the authority for the regulation of drivers and vehicles in Alberta.

**B. *Driver Training and Driver Examination Regulation (AR 316/2002)***

1. This Regulation under the TSA establishes:

- a. The requirements for obtaining and holding a Driver Training School or Driving Instructor's licence; and
- b. Special requirements for driver training vehicle equipment and insurance.

**C. *Use of Highway and Rules of the Road Regulation (AR 304/2002)***

1. This Regulation under the TSA regulates the use of public roadways, including the rules of the road.

**D. *Operator Licensing and Vehicle Control Regulation (AR 320/2002)***

1. This Regulation under the TSA establishes:

- a. Requirements for obtaining and holding an Alberta driver's licence;
- b. Driver's licence Classes; and
- c. GDL requirements for learners and probationary drivers.

**E. *Vehicle Equipment Regulation (AR 322/2002)***

1. This Regulation under the TSA establishes:

- a. The equipment and components that must be present and functional for a vehicle to be acceptable for driver training.

**F. *Freedom of Information and Protection of Privacy Act (FOIP)***

1. The purpose of the Act is to allow people the right of access to records in the custody and control of the department; to control the manner in which personal information is collected, used and disclosed; to allow individuals the right of access to personal information about themselves; to allow individuals the right to request correct of their information and to provide for independent review of decisions made by the Ministry. An example of protecting personal information is when someone reports a driver who may have a medical condition that may affect his/her ability to operate a motor vehicle, their information is protected.

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**SUBJECT: LEGISLATION**

**G. *Personal Information Protection Act (PIPA)***

1. This Act governs the collation, use and disclosure of personal information by organizations in a manner that recognizes both the right of an individual to have their personal information protected and the need of organizations to collect, use or disclose personal information for purposes that are reasonable. This includes financial and medical information.

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**SUBJECT: ADMINISTRATIVE AUTHORITY**

**STANDARD:** The following Alberta Transportation personnel have responsibility pursuant to the legislated authority from the *Traffic Safety Act* and the *Driver Training and Driver Examination Regulation (AR 316/2002)* under the Act.

**A. Minister of Transportation**

1. The Minister Transportation oversees all transportation-related legislation, including the regulation of drivers, vehicles and roadways. The Minister exercises the authority as per the *Traffic Safety Act* and its related Regulations.

**B. Assistant Deputy Minister, Transportation Services Division**

1. The Assistant Deputy Minister has been delegated under the *Traffic Safety Act* as the Registrar of Motor Vehicle Services, responsible for the Transportation Services Division.

**C. Executive Director, Driver Programs**

1. The Executive Director has the delegated authority to administer programs related to drivers.
2. The Executive Director has the authority to initiate (the Director and Manager) disciplinary procedures relating to Driver Training programs.

**D. Director, Driver Education and Examination Standards**

1. The Director has the delegated authority to administer programs and disciplinary procedures relating to the licensing of the Driver Training industry.

**E. Manager, Operations and Compliance**

1. The Manager has the delegated authority to coordinate the administration of programs related to Driver Training on a regional basis.

**F. Driver Education Program Coordinator**

1. The Coordinator is responsible for reviewing all Driver Training programs, resources, policies and procedures, and approval of curriculum proposals.

**G. Senior Driver Program Administrator**

1. The Senior Driver Program Administrator is the head Driver Program Administrator and ensures consistent instructional standards are applied across the province, in addition to overseeing monitoring and providing guidance to Driver Program Administrators and Driver Training Schools.

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**SUBJECT: ADMINISTRATIVE AUTHORITY**

**H. Driver Program Administrators**

1. Driver Program Administrators have the delegated authority to screen applicants for a Driver Training School licence or a Driving Instructor's licence. They also have the authority to audit, monitor, investigate, counsel and direct licence holders on a day to day basis.

**I. Driver Program Investigators**

1. Investigators are Driver Education and Examination Standards (DEES) personnel assigned to the Special Investigations Unit (SIU). They are Peace Officers with a responsibility for leading or assisting with investigations, including prosecutions.

**J. Provincial Licensing Officer**

1. The Provincial Licensing Officer is responsible for processing Driver Training School and Driving Instructor licences and also provides IT and administrative support within DEES.

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**SUBJECT: LICENCE CLASSIFICATION**

**STANDARD:** Driver's licences are classified according to the type of vehicle to be driven and/or the purpose of its operation. Practical Road Test requirements vary, depending on the drivers licence Class applied for.

**Note:** Applicants for any Class of driver's licence may be required to submit a satisfactory medical report, completed and signed by a physician.

**A. Class 1 Licence**

1. A Class 1 driver's licence permits an operator to drive:
  - a. Any motor vehicle or combination of vehicles, other than a motorcycle.
  - b. Class 6 type vehicles, for learning only.
2. The minimum learning or licensing age is 18. A learner must hold at least a valid Class 5 drivers licence. The accompanying driver must be at least 18 years of age and hold a valid Class 1 driver's licence.
3. The driver must successfully complete Mandatory Entry-Level Training (MELT) before they are eligible to take the Class 1 Knowledge Test and Class 1 Practical Road Test.
4. Probationary drivers can not apply for a Class 1 driver's licence.
5. An applicant for this Class must:
  - a. Hold a non-probationary driver's licence;
  - b. Successfully complete a vision screening;
  - c. Submit a satisfactory medical report, completed and signed by a physician;
  - d. Successfully complete the MELT program;
  - e. Successfully complete the "S" Endorsement Program, if driving a school bus;
  - f. Submit proof of qualification for an Air Brake endorsement; and
  - g. Successfully pass a Class 1 Knowledge Test; and

**Note:** Applicants for a Class 1 driver's licence must have completed 5(a) to (g) before attempting their Practical Road Test.

- h. Successfully pass a Class 1 Practical Road Test

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**SUBJECT: LICENCE CLASSIFICATION**

6. For the Class 1 Practical Road Test, the client must provide a 13 speed manual transmission tractor/trailer combination with a minimum tandem axle tractor and tandem axle trailer, where the trailer is equipped with a full air brake system.

7. A Class 1 driver's licence may be held in conjunction with a Class 6 driver's licence.

**B. Class 2 Licence**

1. A Class 2 driver's licence permits the operation of:

- a. A bus;
- b. Any motor vehicle, or combination of vehicles, that the holder of a Class 3, 4 and 5 driver's licence may operate; and
- c. Class 1 and 6 type vehicles as a learner only.

2. The minimum learning or licensing age is 18. A learner must hold at least a valid Class 5 driver's licence. The accompanying driver must be at least 18 years of age and hold a valid Class 1 or 2 driver's licence.

3. A driver must successfully complete MELT before they are eligible to take the Class 2 Knowledge Test and Class 2 Practical Road Test.

4. Probationary drivers can not apply for a Class 2 driver's licence.

5. An applicant for this Class must:

- a. Hold a non-probationary driver's licence
- b. Successfully complete a vision screening;
- c. Submit a satisfactory medical report, completed and signed by a physician;
- d. Successfully complete the MELT program;
- e. Successfully complete the "S" Endorsement Program, if driving a school bus;
- f. Successfully pass a Class 2 knowledge test; and

**Note:** Applicants for a Class 2 driver's licence must have completed 5(a) to (f) before attempting their Practical Road Test.

- g. Successfully pass a Practical Road Test.

6. For the Practical Road Test, the client must provide a bus with a seating capacity exceeding 24, excluding the driver.

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- a. Seating capacity is recorded on the manufacturer's plaque.
- 7. An Air Brake endorsement is required in order to drive air brake equipped vehicles.
- 8. A Class 2 driver's licence may be held in conjunction with a Class 6 licence.

**C. Class 3 Licence**

- 1. A Class 3 driver's licence permits the operation of:
  - a. Any single motor vehicle with three or more axles;
  - b. A motor vehicle with three or more axles towing a trailer with one or more axles, provided the trailer axles are not equipped with air brakes;
  - c. Class 5 type vehicles; and
  - d. Class 1 and 6 type vehicles as a learner only.
- 2. A Class 3 driver's licence does not permit:
  - a. The operation of a motor vehicle that has a seating capacity of more than 15 while the vehicle is transporting a passenger; or
  - b. The transporting of passengers for hire. "For hire" means that the vehicle owner, driver or the driver's employer, is being paid for the service that the vehicle is used to provide.
- 3. The minimum learning or licensing age is 18 and a learner must hold at least a valid Class 5 driver's licence. The accompanying driver must be at least 18 years of age and hold a valid Class 1, 2, or 3 driver's licence.
- 4. Probationary drivers can not apply for a Class 3 licence.
- 5. An applicant for this Class must:
  - a. Hold a non-probationary driver's licence;
  - b. Successfully complete a vision screening;
  - c. Successfully pass a Class 3 Knowledge Test; and
  - d. Successfully pass a Class 3 Practical Road Test.
- 6. For the Class 3 Practical Road Test, the client must provide a single motor vehicle having three or more axles. An Air Brake endorsement is required in order to operate air brake equipped vehicles.

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**SUBJECT: LICENCE CLASSIFICATION**

7. A Class 3 driver's licence may be held in conjunction with a Class 4 and/or a Class 6 driver's licence.

**D. Class 4 Licence**

1. A Class 4 driver's licence permits the operation of:
  - a. A taxi;
  - b. An ambulance;
  - c. A bus with a seating capacity not exceeding 24, excluding the driver;
  - d. An S Endorsement is required when operating a school bus;
  - e. Class 5 type vehicles; and
  - f. Class 1, 2, 3, and 6 type vehicles as a learner only.
2. The minimum learning or licensing age is 18 and a learner must hold at least a valid Class 5 driver's licence. The accompanying driver must be at least 18 years of age and hold a Class 1, 2, 3, or 4 driver's licence.
3. Probationary drivers may not apply for a Class 4 driver's licence.
4. An applicant for this class must:
  - a. Hold a non-probationary driver's licence;
  - b. Successfully complete a vision screening;
  - c. Submit a satisfactory medical, completed and signed by a physician;
  - d. Successfully complete the "S" Endorsement Program, if driving a school bus;
  - e. Successfully pass the Class 4 Knowledge Test; and
  - f. Successfully pass a Class 4 Practical Road Test.

**Exception:** *A client who currently holds a Class 3 driver's licence is not required to complete a Practical Road Test.*

5. For the Class 4 Practical Road Test, the client must provide any two-axle motor vehicle, excluding a motorcycle.

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6. A Class 4 driver's licence may be held in conjunction with a Class 3 and/or Class 6 driver's licence.

**E. Class 5 Licence**

**Note:** *The holder of a Class 5 (GDL) driver's license may operate the same types of vehicles as holders of a full Class 5 driver's license.*

1. A Class 5 driver's licence permits the operation of:
  - a. Any two axle single motor vehicle, excluding a motorcycle;
  - b. Any two axle motor vehicle towing a trailer with one or more axles, provided the trailer is not equipped with air brakes;
  - c. A recreational vehicle with not more than three axles;
  - d. A two-axle recreational vehicle towing a trailer with one or more axles, provided the trailer is not equipped with air brakes;
  - e. A three-axle recreational vehicle and a trailer, provided the trailer has not more than two axles and is not equipped with air brakes;
  - f. A moped;
  - g. An off-highway vehicle on a highway pursuant to authorization granted under the *Off Highway Vehicle Regulation* (Alberta Regulation 319/2002);
  - h. Class 6 type vehicles as a learner only; and
  - i. Class 1, 2, 3 and 4 type vehicles as a learner only, provided the learner is at least 18 years of age.
2. A Class 5 driver's licence does not permit:
  - a. The operating of a motor vehicle that has a seating capacity of more than 15 while the vehicle is transporting any person in addition to the driver; or
  - b. The transporting of passengers for hire. "For hire" means that the vehicle owner, driver or the driver's employer is being paid for the service that the vehicle is used to provide.
3. The minimum learning age is 14. A learner must hold a valid Class 6 or 7 driver's licence. The accompanying driver must be at least 18 years of age and hold a valid Class 1, 2, 3, 4 or 5 (non-GDL) driver's licence.
4. The minimum licensing age is 16.
5. An applicant for a Class 5-GDL must hold a Class 7 learner's licence for at least 12 months before being eligible to take a Class 5 Basic Practical Road Test.

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6. An applicant for a Class 5 must hold a Class 5-GDL probationary driver's licence for 2 years before being eligible to take a Class 5 Advanced Practical Road Test.
7. For the Class 5 Practical Road Tests, the client must provide any two-axle motor vehicle, excluding a motorcycle.
8. A Class 5 driver's licence may be held in conjunction with a Class 6 licence.

**F. Class 6 Licence**

1. A Class 6 driver's licence permits the operation of:
  - a. A motorcycle;
  - b. A moped;
  - c. An off-highway vehicle on a highway under an authorization granted under section 120(4) of the Act;
  - d. All three wheeled vehicles, including a Cushman vehicle registered as a motorcycle;
  - e. Gas or electric wheelchairs registered as a motorcycle; and
  - f. Class 5 type vehicles as a learner only.
2. The minimum learning or licensing age is 16 and a learner must hold at least a valid Class 7 driver's licence. The accompanying driver must be at least 18 years of age and hold a valid Class 6 (non-GDL) licence. The accompanying driver may supervise the learner by being seated with the learner or by following the learner with another motorcycle or other vehicle.
3. Drivers and passengers of motorcycles, mopeds, or power bicycles must wear an approved safety helmet. This section does not apply to a person 18 years of age or older who is driving, operating or riding a motorcycle where the person:
  - a. Is a bona fide member of the Sikh religion, and
  - b. Wears a turban
4. An applicant for this Class who:
  - a. Holds a valid driver's licence, must pass a Class 6 Knowledge Test and successfully complete a Class 6 Practical Road Test.
  - b. Does not hold a valid driver's licence, must successfully complete a Class 7 and a Class 6 knowledge test, a vision screening and successfully complete a Class 6 Practical Road Test.

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5. For the Class 6 Practical Road Test, the client must provide a motorcycle without a sidecar. Should the client provide a three-wheeled vehicle or a motorcycle with a sidecar, the Class 6 licence would be restricted to the operation of that type of vehicle.

6. A Class 6 driver's licence may be held in conjunction with a Class 1, 2, 3, 4 or 5 driver's licence.

**G. Class 7 Licence**

1. A Class 7 driver's licence permits the operation of:

- a. Class 5 type vehicles as a learner only; and
- a. A moped;
- b. Class 6 type vehicles as a learner only, provided the applicant is at least sixteen years of age.

2. The minimum licensing age is 14. A learner must be accompanied by a driver who is at least 18 years of age and is fully licenced in the appropriate Class of driver's licence for the vehicle being operated by the learner.

3. An applicant for this Class must successfully complete a Class 7 knowledge test and vision screening.

4. A Class 7 driver's licence may not be held in conjunction with any other Class of licence.

**H. Class 8 ID Card**

1. An ID card, though similar in appearance to a licence, is not a driver's licence for operating any Class of vehicle.

**I. Temporary Permit**

1. A person charged under the Administrative Licence Suspension Program may be issued a 21-day temporary permit.

2. A temporary permit is a valid driver's licence and is acceptable for test purposes during its 21-day term.

**J. Acceptable Combinations**

1. A client may hold one or more driver's licence Classes. The only acceptable multiple driver's licence Classes are as follows:

16, 26, 34, 36, 346, 46, 56

**SUBJECT: GRADUATED DRIVER LICENSING CONDITIONS**

**STANDARD:** Graduated driver licensing (GDL) is a program designed to ensure that new drivers are safely integrated into Alberta's complex traffic environment. Driving conditions are progressively lifted as the client gains driving skills and experience. A GDL driver's licence can be identified by the "GDL", which is prominently displayed next to the Class.

**A. Class 7 Licence**

1. The holder of a Class 7 driver's licence is considered a "Learner" and is subject to the following conditions:
  - a. Must fulfill, at minimum, one year as a Learner. This period may be extended due to age (must be 16 years of age to exit), or driver's licence suspension.
  - b. Must be accompanied by a fully licensed (non-GDL) driver who is 18 years of age or older.
  - c. Must not drive between midnight and 5:00 A.M.
  - d. Accumulating eight or more demerit points will result in a driver's licence suspension.
  - e. Must have a zero blood alcohol level or blood drug concentration level.
  - f. Must not have more passengers than there are seatbelts in the vehicle.
  - g. Must not serve as the required accompanying driver for another Learner.
  - h. Can only upgrade to a Class 5 GDL or Class 6 GDL driver's licence by passing a Practical Road Test.

**B. Class 5 (GDL) and Class 6 Licence (GDL)**

1. The holder of a Class 5 GDL or Class 6 GDL driver's licence is a "Probationary" driver and is subject to the following conditions:
  - a. Must fulfill, at minimum, two years as a Probationary driver. This period may be extended due to a driver's licence suspension. The last year of this stage must be suspension free.
  - b. Accumulating eight or more demerit points will result in a driver's licence suspension.
  - c. Having a blood alcohol level or blood drug concentration greater than zero will result in a driver's licence suspension.
  - d. Must not have more passengers than there are seatbelts in the vehicle.
  - e. Must not serve as the required accompanying driver for another Learner.
  - f. Must only upgrade to an unrestricted Class 5 or Class 6 driver's licence, by passing an Advanced Practical Road Test.

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**SUBJECT: CONDITION CODES**

**STANDARD:** Condition Codes are restrictions on a driver's licence. Endorsements are placed on a driver's licence to indicate a professional driver course was completed, or that a driver has permission to drive a certain type of vehicle. When determined that a client's driving privileges require limitations or restrictions, Service Alberta or Driver Fitness and Monitoring (DFM) shall impose the applicable Condition Code(s) through a Registry Agent. Codes C, D, E, M, T and U will not appear on the driver's licence.

**A.** The following Condition Codes (B, D, E, J, K, and L) are imposed or removed by DFM.

Condition Code B - Special Conditions

1. Condition Code B may be placed on a driver's licence when unique circumstances have been identified regarding a client. Specific cases, which require this Condition Code, are:
  - a. When a client with limited functional limitations requires vehicle adaptations other than the hand controls covered under Code L, they must be approved by DFM to complete a Practical Road Test (if required) in a vehicle that is equipped with the recommended adaptations. A client may require one or more of the devices:
    - i) Power steering;
    - ii) Power brakes;
    - iii) Left foot accelerator; and/or
    - iv) Spinner knob on steering wheel.

**Note:** *This list is not exhaustive, and there are other devices that may be required.*

- b. One or more of the following restrictions may be imposed on a client with a Code B:
  - i) Specific hours for driving;
  - ii) Geographic area limitations;
  - iii) Excluding primary highways; and/or
  - iv) Classification restrictions.

**Note:** *The Piaggio MP3 scooter which has two front wheels but leans while turning is not subject to this restriction.*

2. Please note that Code B can be used to restrict a commercial class of driver's licence in situations where a client may not meet all medical requirements. This use of Code B in these instances will be imposed by DFM (e.g., no dangerous goods).
3. In order to remove Condition Code B related to a medical condition, the client must satisfy DFM that his or her fitness to operate a motor vehicle has improved to the point where the restriction no longer applies.

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Condition Code D - Periodic Vision Report

1. Condition Code D may be placed on a driver's licence file when it has been determined through a vision specialist's report that a client has a degenerative eye condition which may affect his or her ability to safely operate a motor vehicle.

**Note:** *This code will not appear on the driver's licence.*

2. In order to remove Condition Code D, the client must submit proof to DFM from a vision specialist that the eye condition has improved or been corrected to the point where his or her vision no longer requires monitoring.

Condition Code E - Periodic Driver Examination

1. Condition Code E may be placed on a driver's licence file when it has been determined that a client's ability to drive a motor vehicle may be adversely affected by a degenerative medical condition or borderline driving habits. Prior to issuing a licence with Condition Code E, the client must successfully complete a Practical Road Test. Condition Code E can only be used by DFM.

**Note:** *This code will not appear on the driver's licence.*

2. In order to remove Condition Code E, a request may be made to DFM for review by the Driver Examiner or the client. The client must demonstrate that his or her driving privileges no longer require monitoring. In the case of a medical condition, the client must also submit an Alberta Medical Examination for Motor Vehicle Operators form, completed and signed by a nurse practitioner or physician licenced to practice in the Province of Alberta, as determined by DFM.

Condition Code J - Both Outside Mirrors

1. Condition Code J shall be placed on a driver's licence when a client has restricted neck or shoulder movement to the point where he or she is unable to shoulder check, or when the client has a total loss of hearing.
2. In order to remove Condition Code J, the client must demonstrate that the physical impairment has been corrected to the point where the restriction no longer applies, as determined and approved by DFM.

Condition Code K - Automatic Transmission

1. Condition Code K shall be placed on a driver's licence when a client has limited or no use of one or more limbs. Prior to being issued a driver's licence with Condition Code K, the client must demonstrate his or her ability to drive a vehicle equipped with an automatic transmission. Should a client with limited or no use of one or more limbs request to operate a vehicle with a manual transmission, the client must demonstrate his or her ability to operate a vehicle with manual transmission and be approved by DFM for such operation.

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2. In order to remove Condition Code K, the client must demonstrate that a mechanical device or functional prosthesis enables the client to operate a vehicle equipped with a manual transmission.

Condition Code L - Adequate Hand Controls

1. Condition Code L may be placed on a driver's licence when a client has lost the use of one or both legs. Prior to issuing a licence with Condition Code L, the client must successfully complete a Practical Road Test in a vehicle equipped with adequate hand controls.
  2. In order to remove Condition Code L, the client must demonstrate that he or she can safely operate a motor vehicle without the use of hand controls.
- B.** The following Condition Codes are imposed by a Registry Agent, in consultation with a Motor Vehicle Specialist or with DFM. As these codes do not result from the outcome of a Practical Road Test, Driver Examiners are not involved in determining their necessity. They are included here for information purposes only.

Condition Code A - Adequate Lenses

1. Condition Code A shall be placed on a driver's licence when a client is unable to meet the minimum vision requirements without corrective lenses. A Registry Agent employee must conduct a vision screening to ensure that the client meets the minimum vision requirements with corrective lenses.
2. In order to remove Condition Code A, the client must successfully complete a vision screening without corrective lenses.

Condition Code C - Periodic Medical

1. Condition Code C may be placed on a driver's licence when it is determined by DFM that a client has a medical condition which may affect his or her ability to safely operate a motor vehicle. The client must submit an Alberta Medical Examination for Motor Vehicle Operators form, completed and signed by a nurse practitioner or physician licenced to practice in the Province of Alberta. Prior to issuing a driver's licence with a Condition Code C, the medical form must be approved by a Medical Approver employee at a Registry Agent Office, or approved by DFM in accordance with the medical standards established by the Canadian Council of Motor Transport Administrators Medical Standards for Driver's and all relevant Alberta Transportation policies, procedures, and manuals.
2. In order to remove Condition Code C, the client must submit an Alberta Medical Examination for Motor Vehicle Operators form, completed and signed by a nurse practitioner or physician licenced to practice in the Province of Alberta, for DFM to review.

Condition Code F - Clients Temporarily Out of the Province

1. In order to remove Condition Code F, the client must attend a Registry Agent Office within 30 days after returning to Alberta to obtain a replacement driver's licence.

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2. The licensee must surrender their Code F driver's licence within 30 days after returning to Alberta.
3. When a client requires a driver's medical for a Code F driver's licence, a Registry Agent Office Medical Approver employee can approve a Medical Examination for Motor Vehicle Operators form, completed by a nurse practitioner or general practitioner or specialist who is registered by the College of Physicians and Surgeons of Canada.
4. All out of province medical reports must be forwarded to DFM for approval prior to issuing the Code F licence.

Condition Code H - Daylight Driving Only

1. Condition Code H may be placed on a driver's licence in consultation with DFM, when it has been determined, through a vision specialist's report, that a client does not meet the minimum vision requirements for an unrestricted driver's licence, but is able to attain the vision standards for daylight driving only.
2. In order to remove Condition Code H, the client must successfully meet minimum vision requirements.

Condition Code M - Under Alberta Transportation Safety Board Review

1. Condition Code M must be placed on a driver's licence file, at the direction of the Alberta Transportation Safety Board (ATSB), when the ATSB has reinstated a client's driver's licence but continued monitoring of his or her driving record is required.

**Note:** *This code will not appear on the driver's licence.*

2. In order to remove Condition Code M, the client must satisfy the ATSB that his or her driving has improved and monitoring is no longer required. The ATSB will then authorize the removal of Condition Code M.

Mandatory Entry Level Training (MELT) Endorsement

1. A MELT Endorsement must be placed on a driver's licence when an individual has successfully completed Class 1 or Class 2 MELT training.

Condition Code N - Excludes Class 2 and 4 Operation

1. Condition Code N may be placed on a Class 1 driver's licence, in consultation with DFM, when a client has a medical condition that normally would preclude them from this class. Prior to issuing a Class 1 driver's licence with Condition Code N, the client must submit an Alberta Medical Examination for Motor Vehicle Operators form, completed and signed by a specialist licenced to practice in the Province of Alberta, to DFM for approval.
2. Condition Code N shall be removed with the approval of DFM, or in conjunction with a driver's licence reclassification to a Class 3, 5, 6 or 7.

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Condition Code P – Professional Driver Endorsement

1. Condition Code P is placed on a licence when a driver has achieved the status of a professional driver.

Condition Code Q - Air Brake Endorsement

1. Condition Code Q must be placed on a driver's licence when a client successfully completes an Air Brake course through an authorized agency and presents the Notice of Air Brake Program Completion Form (Appendix 3.4) dated after May 1, 1985. Air Brake endorsements on other Canadian licences are recognized in lieu of an Alberta Air Endorsement Certificate.
2. The list of authorized agencies in Alberta shall be maintained by Driver Education and Examination Standards (DEES).
3. Condition Code Q may be processed by a Registry Agent Office if the client is in possession of an Air Brake Endorsement.
4. Condition Code Q will not be removed if a client is downgraded from a Class 1 or 2 operator's licence, including if the downgrade is a result of medical reasons.

**Note:** *The air brake endorsement is considered inclusive within the Class 1 licence category and Class 1 driver's licenses do not show the Condition Code Q.*

Condition Code S - School Bus Endorsement

1. Condition Code S must be placed on a driver's licence when a client successfully completes the School Bus Driver Improvement Program through an authorized agency.
2. The list of authorized Condition Code S delivery agencies and Driver Training Schools in Alberta shall be maintained by DEES

**Note:** *This code will not appear on the driver's licence.*

Condition Code T – Special Medical

1. In order to remove Condition Code T, the client must satisfy DFM that the medical condition has improved or stabilized to the point where a Condition Code is no longer required.

Condition Code U - Completed Driver Training Course

1. Condition Code U indicates that the client has successfully completed a Class 5 Driver Training course through an authorized Driver Training School.

**Note:** *This code will not appear on the driver's licence.*

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Condition Code W – Commercial Drivers Unable to Drive Outside of Canada

1. Condition Code W indicates that a commercial driver is unable to drive outside of Canada due to insulin treated diabetes, established medical history or clinical diagnosis of epilepsy or seizures, does not meet the minimum hearing requirements to transport dangerous goods, or has monocular vision.
  - a. Drivers with insulin controlled diabetes may drive outside of Canada without condition code W if they meet the medical requirements set out in the Canadian Council of Motor Transport Administrators Medical Standards for Drivers.
2. In order to remove Condition Code W, the client must satisfy DFM that the medical condition has improved or stabilized to the point where a Condition Code is no longer required.

Condition Code Z – Registered Organ Tissue Donor

1. Condition Code Z indicates a client has registered consent for the Alberta Organ and Tissue Donation Registry.
2. In order to remove Condition Code Z, the client must request the removal of the code and pay any applicable fees for an operator service.

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**SUBJECT: SCHOOL BUS POLICY**

**A. Introduction**

1. Alberta Transportation, Driver Education and Examination Standards (DEES), has a mandate to ensure the safety of all those who share the streets and highways. Part of this commitment is the promotion of professional Driver Training to provide a foundation of the proper skills, knowledge, and attitudes that will allow drivers to operate vehicles safely.

**B. Alberta School Bus Driver Improvement Program (S Endorsement) Requirement**

1. As of March 1, 2019, all drivers who want to drive a school bus must have a Class 1, 2 or 4 driver's licence, with an S-endorsement, before they can drive a school bus.
2. The 12 month grace period for school bus drivers to obtain an S-Endorsement on their driver's licence is no longer in effect as of March 1, 2019.

**Note:** *The requirements for the S Endorsement can be found in Section 27.1 of the Operator Licensing and Vehicle Control Regulation (AR 320/2002). These amendments come into force as of March 1, 2019.*

3. The S Endorsement Program requirements can be found in the Driver Training Section of the *Driver Training School Policies and Procedures Manual*.

**C. Definition of a School bus**

1. Under the new rules, anyone who drives a "school bus" will be required to have an "S" endorsement.
2. For the purposes of this "S" endorsement, the term "school bus" has been redefined. As of March 1, 2019, a school bus will be defined, in section 20.5 (c) of the Operator Licensing and Vehicle Control Regulation, as a commercial vehicle that :
  - i. Meets the requirements of a Type A1, A2, C, or D school bus described in CSA-D250-16, or a version of CSA-D250 applicable at the time of manufacture and that is used primarily to transport passengers and includes
    - A. A school bus as defined in the *Commercial Vehicle Safety Regulation (AR 121/2009)*,
    - B. A multifunction school activity bus as described in CSA-D250-16, and
    - C. A commercial vehicle that is registered as a kindergarten bus,Or
  - ii. Is an originally foreign bus;

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But does not include a transit bus as defined in the *Vehicle Inspection Regulation (AR 221/2006)*

3. The new definition no longer revolves around the vehicle being used to drive students to or from a school. Instead, the focus is more on the nature of the vehicle itself and the safety concerns around its use. It is intended to ensure that drivers who drive this specific kind of vehicle in a commercial capacity to carry people – any people – are properly trained to do so. It will be interpreted in policy as follows:

For the purposes of an “S” endorsement, the new definition of school bus includes:

- A bus that meets the requirements of a Type A1, A2, B, C or D school bus described in CSA-D250-16, or a version of CSA-D250 applicable at the time of manufacture, and that is used primarily to transport students to and from school (as per the *Commercial Vehicle Safety Regulation*);
  - A multifunctional school activity bus, as defined in CSA-D250-16;
  - A multifunctional activity bus, originally manufactured to CSA-D270 standards that meets the CSA-D250-16 requirements;
  - A commercial vehicle that is registered as a kindergarten bus;
  - A commercial vehicle originally manufactured to CSA-D250 specifications that is being used to transport people. This can include children or adults and applies to all locations for travel (not just to and from a school).
4. If the vehicle in question meets the above definition, the driver needs an “S” endorsement regardless of the number of seats installed in the vehicle, and regardless of where the vehicle was originally manufactured.
  5. The term “originally foreign bus” is to be read in keeping with the above requirements and at a policy level will mean: a vehicle, originally manufactured outside of Canada, to CSA-D250-like specifications, and which is now being used as a commercial vehicle to transport passengers in Alberta.

For further clarification, “S” endorsement will **not** be required for:

- Drivers who drive 15-passenger vans that do not meet the CSA D250-16 requirements;
- Drivers who drive: handi-buses, limo buses, funeral home buses, or coach buses;
- Drivers who drive: taxis or airport shuttle buses, unless the vehicle being used as a taxi or a shuttle bus is or was CSA D-250 compliant or was a similar kind of vehicle manufactured outside of Canada;
- Drivers using a vehicle that was CSA D-250 compliant, or is a similar kind of vehicle manufactured outside of Canada to CSA-D250-like specifications, only as a private passenger vehicle. For example, an old school bus turned into a family recreational vehicle (RV).

**Note:** The requirements to the S Endorsement can be found in Section 20.5 of the *Operator Licensing and Vehicle Control Regulation (AR 320/2002)*. These amendments come into force as of March 1, 2019.

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In other words, if the vehicle is CSA-D250 compliant, or is similar in form (i.e.: the kind that the average person would normally think of when hearing the words “school bus”), and it is being used as a commercial vehicle to transport passengers, an “S” endorsement will be required. For example:



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**SUBJECT: DRIVER TRAINING SCHOOL LICENSING**

**STANDARD:** A Driver Training School shall be licensed in accordance with the *Driver Training and Driver Examination Regulation (AR 316/2002)*.

- A.** A person or partnership shall operate a Driver Training School only if the person or partnership holds a valid Driver Training School licence.
1. A Driver Training School licence is not required, as per Section 2(2) of the *Driver Training and Driver Examination Regulation (AR 316/2002)* to be held by:
- (a) *The Government of Alberta;*
  - (b) *A teacher employed by a board under the School Act who is giving classroom training in respect of a Class 5 operator's licence only while in the course of the teacher's employment;*
  - (c) *A person or partnership providing instruction solely for the purpose of improving the driving skills of that person's or partnership's employees or prospective employees where that instruction is not designed to train or to qualify trainees for a purpose set out in section 1(e)(ii) to (v) of the Driver Training and Driver Examination Regulation (AR 316/2002);*
  - (d) *A person who is providing driver training at no charge.*
2. To enhance strict separation of driver training and driver examination functions and roles, and to avoid perceived or actual conflict of interest, each owner, shareholder, director, partner, or employee of a Driving Training School shall not be affiliated with a Registry Agent Office or Driver Examiner.
- B. Application for Driver Training School Licence-** Processing an application may only proceed when the following documentation has been reviewed and approved by Driver Education and Examination Standards (DEES).
1. A fully completed Driver Training School Licence Application form (DPLS0037, Appendix 1.1);
- a. Business email address(es) must be provided on the application form.
  - b. The Driver Training School Licence Application form for a driver training school that is registered with Alberta Government Services Corporate Registries must be signed by the owner, partner or director, as identified in Alberta Government Services Corporate Registries. The driver training school can delegate signing authority to an authorized representative using DPLS0037.
  - c. The Driver Training School Licence Application form for a driver training school that is not registered with Alberta Government Services Corporate Registries must be signed by an authorized representative, as delegated by the driver training school on DPLS0037.
2. A Surety Bond form (TRANS 081, Appendix 1.2) or Guarantee that is in an amount of not less than \$10,000.00, covering all locations from which the school will operate. A surety bond is only required if providing Driver Training for a fee;

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- a. The surety bond must be the original, signed by both insurance company and principal(s) of the Driver Training School.
3. A receipt for the Driver Training licence fee (from a Registry Agent Office) in the amount specified by the Driver Training and Driver Examination Regulation (AR316/2002) (only if required to pay for a Driver Training licence);
4. A current, original Criminal Record Check from an approved police agency for each owner, partner, and director as identified in Corporate Registries, dated within 90 days of application.
  - a. Online Criminal Record Checks from police services within Alberta will be permitted if the results of the Criminal Record Check are directly released to DEES.
5. Certificate of Incorporation, and/or Proof of Filing for a Trade Name or Partnership Registration, including Articles of Incorporation (if incorporated) and all associated Registration Statements (produced from the Alberta Government Services Corporate Registry database). If the Driver Training School is not incorporated as a limited company, it must be registered with a trade name such as 'John's Driving School'.
6. A business licence or zoning permit from the municipality, unless an exemption is applicable;

**Note:** *An exemption letter is required if the municipality does not provide a business licence or zoning permit.*
7. Driver Training Schools operating out of a home office must provide DEES with the original copy or certified true copy of the business licence and an outline of its record keeping plan;
8. A Motor Vehicle Identification Number (MVID).
  - a. All new organizations must acquire a MVID from a Registry Agent Office.
  - b. DEES will request a MVID on behalf of the organization for Driver Training Schools that are not incorporated as a limited company (i.e. John Doe operating as John's Driving School).
9. A Record of Licenced Instructors (DPLS0006) including Senior Driving Instructors. All Driver Training Schools must have a Senior Driving Instructor in order to provide Driver Training for each Class and type of instruction;
10. A Record of Driver Training School vehicles (DPLS0001);
11. Registration and insurance (including the SEF 6D Driver Training School standard endorsement), for each Driver Training School vehicle;
12. An Alberta Automobile Insurance Confirmation form (TRANS 080, Appendix 1.3) for each non-owned Driving School vehicle insurance policy, including the SEF 6D Driver Training School standard endorsement if applicable;

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13. A Driver Training School Vehicle Inspection Report form (Appendix 1.4) for each vehicle older than the current model year;
  14. All curriculums are subject to approval from DEES.
    - a. The Mandatory Entry Level Training (MELT) Program curriculums (Class 1, Class 2 and Class 2-S) have been provided by the Government of Alberta and are not required to be submitted for approval. Only the Government provided MELT Program curriculums can be provided to students for Class 1, Class 2 and Class 2-S Driver Training.
    - b. The Class 5 curriculum has been provided by the Government of Alberta and is not required to be submitted for approval. If a Driver Training School wishes to create their own Class 5 curriculum, it must be submitted and approved by DEES before it can be administered to students.
    - c. Defensive Driving Course and Professional Driver Improvement Course curriculums must be submitted and approved by DEES before they can be administered to students.
  15. A fully completed Application for the Driver Education Incentive Program Agreement form (MVE 029, Appendix 4.1), if providing Class 5 training to qualify students for consideration of an insurance reduction.
    - a. The Driver Education Incentive Program consists of classroom and in-vehicle training. Driver Training Schools have the option of using another Driving Training School's approved curriculum as long as the contents are the same. A Driver Training School who wishes to use another Driver Training School's approved curriculum must submit an agreement letter provided by the school who owns the curriculum to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca), attention the Provincial Licensing Officer. A confirmation letter must be sent to the Provincial Licensing Officer prior to being approved to using this curriculum.
  16. A current fee schedule (if applicable), a student training contract (if applicable), and a sample student record.
    - a. Before enrolling a prospective student in Driver Training, the Driver Training School must provide the individual with a dated written statement that includes:
      - i. The name and address of the Driving Training School;
      - ii. All the fees payable for enrolment, tuition, services, equipment and vehicle rentals (if applicable), and;
      - iii. All extra charges that can be incurred by that person (e.g., missed or extra lessons, etc.).
- C. Opening Inspection** – Prior to approving a Driver Training School licence application, the premises and facilities shall be inspected by a Driver Programs Administrator to ensure the Driver Training School meets Government standards. The inspection will evaluate compliance with the following conditions:
1. Office
    - b. Secure file storage facilities (locking file cabinet or locked room); and

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- c. Business licence displayed.
- 2. Office inspections for home-based offices located in Calgary or Edmonton will be conducted by a Driver Programs Administrator at the DEES office in the respective city. Office inspections for home based schools outside of Edmonton or Calgary will be conducted by a Driver Programs Administrator in a public facility/meeting room arranged by the Driver Training School which must be mutually agreed upon by the Driver Training School and the Driver Programs Administrator.
- 3. Classroom (if applicable)
  - a. This section applies to any licenced driver training that is taught in a classroom;
  - b. Classrooms must be occupied by only one Driver Training School for the purposes of delivering Driver Training programs.
    - i. Driver Training Schools delivering driver training programs in a classroom must demonstrate established place of business by providing one of the following:
      - 1. A copy of the lease or current property tax notice for the physical business address used in Alberta in the name of the Driver Training School.
      - 2. Utility bills dated within the last three months for the physical business address in the name of the Driver Training School.
      - 3. Corporate income tax return of the most recent tax year filed from the physical business address.
  - c. The class size must not exceed 30, without the approval of a Driver Programs Administrator;
  - d. Driver Training Schools teaching MELT Program curriculums must maintain a ratio of one instructor for every fifteen students;
  - e. The class size must be in accordance with the local fire regulatory requirements;
  - f. Classroom equipment must include:
    - i. A computer;
    - ii. Projector and projector screen for visual electronic presentation of the course material; and
    - iii. Audio speakers
  - g. Each student must be allowed a minimum seating space of one square metre, to avoid crowding;
  - h. Each student must have a seat at a desk or table;
  - i. The Driving Instructor must have a minimum of two square metres of space;
  - j. Washroom access;

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- k. Visual aids; and
  - l. Study materials available for students (if applicable).
1. In-Yard

Motorcycle Training

- a. A motorcycle Driver Training School must have exclusive use of an off-road facility large enough for off-road training and secure from other traffic to ensure student safety. The size of the facility should be such that each student has a minimum of 50 feet of room from the next student. For example, a facility with a perimeter of 600 feet can safely accommodate 12 students at a time.
- b. A high visibility safety vest must be worn by students during training, displaying on the front and back, a white "L" at least 20 cm high, at least 15 cm wide, and with a stroke of 5 cm.
- c. An adequate first aid kit must be available for emergency use.

Class 1, Class 2 and Class 2-S MELT Program Facilities

- a. A Driver Training School offering MELT Program curriculums must have exclusive use of an off-road facility large enough for off-road training and secure from other traffic to ensure student safety. The size of the facility must allow adequate space for all training manoeuvres
- b. An alternative MELT off-road training facility must be within 15 km from the Driver Training School classroom location.

**Note:** To access the MELT Program curriculums see this link  
<https://www.alberta.ca/mandatory-entry-level-training-for-class-1-and-2-drivers-licences.aspx>

2. Vehicles

- a. Driver training vehicles must comply with all standards under Section 2.00.02 – Vehicles.

**D. Licence Issuance** – After determining that all licensing requirements have been fully met, DEES will issue to the Driver Training School:

- 1. A Driver Training School licence in a format suitable for framing, containing;
  - a. The name of the Driver Training School;
  - b. The Driver Training School licence number;
  - c. A Driver Training School code number;

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- d. The address from which the Driver Training School is licensed to provide training (a separate copy of the licence will be provided for each School address, if more than one);
    - i. A licence is issued for each location where Driver Training is conducted.
  - e. The type of Driver Training the Driver Training School is authorized to provide;
  - f. Conditions and/or restrictions, if applicable;
  - g. The date of issue;
  - h. The licence expiry date; and
  - i. Seal of the Registrar.
2. Notice of Driver Education Course Completion Form (DPLS0047, Appendix 4.2) for:
- a. Driver Education Incentive Program (Class 5);
  - b. Defensive Driving Course (DDC);
  - c. Professional Driver Improvement Course (PDIC);
  - d. MELT Class 1 and/or, Class 2 and/or Class 2-S;
  - e. School Bus Driver Improvement Program (S Endorsement).
3. A Driver Education Examination Package (if licensed for Class 5 classroom instruction) including:
- a. Text Question Booklets (two series);
  - b. Answer Key/Reference Sheets for each series; and
  - c. Student Answer Sheets (may be copied as required).
4. An electronic copy of the current version of *Licensed Driver Training School Policies and Procedures Manual*.

**Note:** *The Licensed Driver Training School Policies and Procedures Manual is available online at:*  
<https://open.alberta.ca/publications/licensed-driver-training-schools-policies-and-procedures-2020>

**E. Licence Expiry**

1. A Driver Training School licence shall expire at 11:59 P.M. (23:59 hours); on the expiry date indicated (see section 2.00.05 – School Licence Renewal).

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**F. On-going Requirements**

1. The requirements for obtaining a Driver Training School licence also apply to holding the licence.
2. A condition, which would prevent the issuance of a Driver Training School licence, could result in the suspension of a licence (i.e. bond cancellation, vehicle insurance cancellation, etc.).
  - a. It is the Driver Training Schools responsibility to keep the insurance bond current and in good standing.
3. Classroom and vehicle requirements remain ongoing.
4. A Driver Training School must have a Senior Driving Instructor for each type of Driver Training program being provided.
5. A Driver Training School shall only provide instruction for the type of Driver Training program they have been licenced to deliver.
6. Driver Training Schools must be able to produce the current MELT training schedule upon request by a DPA.

**G. Driver Training School Change of Ownership or Sale**

Driver Training School licences are not transferable between legal entities. A change in the ownership, Responsible Authority or name of a Driver Training School will result in a cancellation of the Driver Training School licence. When a change in ownership occurs, the new owner(s) as identified in Corporate Registries must apply to DEES for licensing and all previously approved curriculum(s) must be re-submitted and approved per Alberta Transportation standards.

- a. Driver Training School change of ownership or sale will be treated as a first application.
- b. A closing audit will be conducted for the previous owner(s) of the Driver Training School prior to processing the new application for the new owner(s).

**H. School Closing**

1. A closing audit shall be completed prior to a Driver Training School licence being cancelled. A closing audit will be scheduled by a Driver Programs Administrator once a licenced Driver Training School notifies DEES of the Driver Training School's intention to stop operation or when a Driver Training School's licence is cancelled by DEES due to contravention of policies and/or procedures. A Driver Training School must provide a minimum of 30 days notice if a Driver Training School is being closed or sold. The closing audit will be conducted within seven days of the schools closing date. The following will be required by the Driver Training School for the closing audit:
  - a. The immediate return of all unused forms and materials supplied by DEES in regards to the operation of the School. The Driver Training School must be accountable for all used and unused completion forms and these materials shall be returned to the Driver Program Administrator at the

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completion of the closing audit.

- b. The immediate return of Government of Alberta issued knowledge test, curriculums and answer keys (if applicable), which shall be returned to the Driver Programs Administrator at the completion of the closing audit.
- c. Written notification of the name, address and telephone number of the person who will be keeping the records for two years from the date of licence cancellation.

**I. Curriculum Submission**

- 1. If a Driver Training School submits their own Driver Training curriculum(s) with their application they will not be licensed until their curriculum has been approved.
  - a. Driver Training School curriculum submissions must meet all requirements of the curriculum development criteria for the type or Class of instruction provided by the Driver Training School. All alternate curriculum proposals for all Government approved Driver Training programs must be developed in accordance to Alberta Transportation, DEES standards.
  - b. To submit a curriculum to DEES for review, the submission must meet the following requirements:
    - i. Inclusion of three curriculum components (electronic versions of the curriculum presentation, Driving Instructor's guide and student's guide);
    - ii. Proper completion and submission of a curriculum checklist form;
      - o Inclusion of a properly filled Curriculum Checklist (DPLS0026, Appendix 2.3) form is required for an alternate Class 5 curriculum.
      - o For other classroom training, such as PDIC or DDC, a request for curriculum review checklist form should be sent by email to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca). The request email must include the type of training the School intends to deliver and should be addressed to the Driver Education Program Coordinator.
    - iii. The correct page or slide numbers in the curriculum proposal must be recorded and included on the Checklist for Driving Instructor's guide, student's guide and electronic presentation columns
    - iv. All required materials outlined on the curriculum review checklist must be submitted before a curriculum review is conducted by DEES. DEES will not review curriculum proposals with incomplete materials and will send incomplete curriculum proposals back.
    - v. Information on the requirements for the approval of a [PDIC](#) or a [DDC](#) is available on Alberta Transportation's Website.
    - vi. Processing times for curriculum review by DEES will depend on the quality and the volume of the curriculum proposals received and will typically take eight to ten weeks. All curriculums will be reviewed in order of submission.

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- vii. Submission of files must be in electronic format (e.g.: Adobe® PDF, Microsoft® Word Document, Microsoft® PowerPoint) on a portable media storage device (i.e. USB drive, burned CD) delivered to the DEES office in Edmonton or Calgary.
- viii. Driver Training Schools that are unable to submit the curriculum in electronic formats must contact DEES at [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) and address the email to the Driver Education Program Coordinator.
- c. Driver Training Schools may submit an alternative curriculum proposal for Class 5, PDIC, or DDC for review by DEES for a total of two attempts. If the submitted curriculum is not approved by DEES after the second review, the processing time for the following curriculum reviews will be subject to DEES resource availability.
- d. Written approval from DEES is required to deliver an alternate curriculum by a Driver Training School.
- e. Driver Training Schools have the option of using another Driving Training School's approved curriculum as long as the contents are the same. A Driver Training School who wishes to use another Driver Training School's approved curriculum must submit an agreement letter provided by the school who owns the curriculum to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca), attention the Provincial Licensing Officer. A confirmation letter must be sent to the Provincial Licensing Officer prior to being approved to using this curriculum.

**J. Driver Training Schools Charging No Fee**

1. Licenced Driver Training Schools offering training for no fee (colleges, transit organizations, school divisions, and government agencies) must maintain the requirements per Section B (Application for Driver Training School Licence) with exception that they are not required to:
  - a. Obtain a surety bond;
  - b. Pay a licensing fee;
  - c. Submit a Certificate of Incorporation, and/or Proof of Filing for a Trade Name or Partnership Registration, including Articles of Incorporation (if incorporated) and all associated Registration Statements (produced from the Alberta Government Services Corporate Registry database). Certificate of Incorporation is exempt for colleges, transit organizations, government agencies and school divisions;
  - d. Submit a fee schedule; and
  - e. Submit a student training contact.

**SUBJECT: VEHICLES**

**STANDARD:** Vehicles used for professional Driver Training are subject to specific regulatory requirements, in addition to the general requirements for all vehicles operating on public roadways.

**A. Vehicle Licence Plate**

1. Class 5 vehicles used for Driver Training must have a Class 2-59 licence plate.
2. Class 1, 2, and 3 vehicles used for Driver Training must have a commercial licence plate.
3. Class 6 vehicles used for driver training must have valid registration.

**B. Insurance**

1. Each vehicle used for Driver Training must be covered by the Driver Training School Standard Endorsement Form number 6D under the *Insurance Act*, in addition to meeting standards liability insurance requirements.
2. Each vehicle used for Driver Training that is not owned by the Driver Training School must be covered by a non-owned liability insurance policy, including the 6D endorsement. This must be confirmed by filing an Alberta Automobile Insurance Confirmation form (TRANS 080, Appendix 1.3) with Driver Education and Examination Standards.
3. A current and valid copy of the insurance policy for each Driver Training vehicle must be retained on file by the Driver Training School.

**C. Mechanical Condition**

1. Each vehicle used for Driver Training must meet all requirements under the *Vehicle Equipment Regulation* (AR122/2009).
2. A vehicle that fails to meet any requirement under the Regulation, either due to a malfunction or a collision, must immediately be removed from service until all necessary repairs have been completed.

**D. Special Equipment**

1. Passenger vehicles (i.e., cars) used for driver training must have the student driver/school name sign mounted on the top of the roof of the vehicle. Signs on the hood or back of the vehicle will not be considered sufficient to meet the regulatory requirement that they be clearly visible to other drivers.
2. Commercial vehicles (i.e., buses and tractor-trailer) used for driver training must have the student driver/school name sign(s) mounted on the vehicle in such a way it is visible at all times to other drivers in the front of and behind the Driver Training School vehicle. Commercial vehicles (i.e., buses and tractor-trailer) used for driver training must have the student driver/school name sign(s) mounted on the vehicle in such a way it is visible at all times to other drivers in the front of and behind the Driver Training School vehicle. The sign must:

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**SUBJECT: VEHICLES**

- a. Have the words “Student Driver” in letters at least 10 cm high and with a stroke of 1.5 cm
  - b. Not be more than 100 cm wide and 50 cm high
3. As per Section 16 of the *Driver Training and Driver Examination Regulation* (AR 316/2002), 16(1) A motor vehicle other than a moped that is being used for driver training in relation to a Class 5 operator’s licence by a holder of a driver training school licence must have a sign that
- (a) is securely mounted on the top of the vehicle,
  - (b) includes the name of the driver training school, and
  - (c) has the words “student driver”
    - i. in letters at 10 centimeters high and with a stroke of 1.5 centimeters, and
    - ii. that are clearly visible at all times to other drivers in front of and behind the vehicle.
- (2) A motor vehicle that is being used for driver training in relation to a Class 1, 2, 3 or 4 operator’s licence by a holder of a driver training school licence must have a sign as determined by the Registrar.
4. Dual braking system – the vehicle must have a fully functioning brake pedal on the passenger side, excluding vehicles for Class 1, 2, 3, and 6 training.
5. Mirrors for the Instructor’s use –an inside rear view mirror and an outside mirror located on the right side of the vehicle
- a. Not applicable to motorcycles.
  - b. Inside mirrors not applicable to commercial vehicles (i.e. buses and tractor-trailer).
6. In addition to the licenced mechanic’s inspection, each vehicle used to provide driver training shall be inspected for general fitness by the school official at six month intervals. A report in the form acceptable (General Vehicle Inspection Report) to the Director, shall be completed following each such inspection and made available, upon demand, to authorized Alberta Transportation representatives.

**E. Required Documentation**

1. A valid insurance (pink) card and valid registration must be present in the driver training vehicle at all times.
2. A mechanical inspection report must be present in the Driver Training vehicle, unless the model year of the vehicle is the same as the current calendar year (i.e., a 2017 vehicle does not require an inspection until 2018).
  - a. Driver Training vehicles must be inspected yearly. An inspection report becomes invalid 12 months after the date of the inspection.

**SUBJECT: VEHICLES**

- b. The inspection must be recorded by a licensed mechanic on a Driver Training School Vehicle Inspection Report form, or equivalent.
- c. A Commercial Vehicle Inspection (CVI) may be used in lieu of the mechanical inspection report.

**F. General Condition**

- 1. Vehicle must not have any major defects as outlined by the [National Safety Code Schedules](#):
  - a. Class 1 vehicles -Schedule 1
  - b. Class 2 vehicles- Schedule 2 (Bus with a seating capacity of more than 10, including the driver) or Schedule 3 (Motor coach)
- 2. Any loose objects in the vehicle must be secured or removed when a lesson is in progress.
- 3. All glass must be clean, inside and outside, to ensure maximum visibility for the occupants.
- 4. Vehicle exteriors must be washed regularly to ensure the visibility of light and signage.
- 5. Vehicle interiors must be clean.

**SUBJECT: RECORD KEEPING**

**STANDARD:** Driver Training School records must be maintained in a secure and orderly fashion, to organize each student's training program and to facilitate school audits.

- A. Collection of Personal Information** – Section 33(c) of the *Freedom of Information and Protection of Privacy Act* authorizes Alberta Transportation to collect personal information for the administration of Alberta Transportation, Driver Education and Examination Standards' (DEES) policies and programs. Licensed Driver Training Schools are permitted to collect specific personal information (see Section 2.00.03B) on behalf of DEES for driver programs administration. Licensed Driver Training Schools must maintain confidentiality of student's personal information, and must only share them with DEES. Disclosure of a student's personal information with other parties not authorized by Alberta Transportation will result in disciplinary action as determined by the Registrar.
- B. Student Records** - For each registered student, the Driver Training School shall keep a record including the:
1. Student's full name;
  2. Student's complete address;
  3. Student's date of birth;
  4. Student's date of enrollment;
  5. Student's driver's licence number;
  6. Class of driver's licence held at time of enrollment;
  7. Type of course or training received;
  8. Date, time, duration and student rating (or progress report) of each lesson, initialed by the student and Driving Instructor (classroom and in-vehicle);
  9. Final training test score (if applicable);
  10. Number of attempts before passing a written test (if applicable);
  11. Name of the classroom and in-vehicle Instructor presenting or conducting each lesson;
  12. Location of the classroom training, facility or site;
  13. Student's Driver Training Test results and DPLS0025 (Appendix 2.1) (Class 5 and Mandatory Entry Level Training Curriculum only) scored by the Instructor;
  14. Course/Program completion date;
  15. Student contract including total fees charged to the student with the student (18+) or parents signature; and

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**SUBJECT: RECORD KEEPING**

16. Driver Training School copy of the fully completed Notice of Driver Education Course Completion Form (Appendix 4.2, see section 5.00.01).
17. Progress report: Schools delivering in-vehicle training for Class 1, 2, 3 and 6 students must develop a progress report which must be approved by a Driver Programs Administrator to evaluate each student's performance during training.

**C. Notice of Driver Education Course Completion (DPLS0047)**

1. All forms must be maintained securely and issued in numerical sequence (see section 5.00.01).

**D. Record of Licensed Instructors (DPLS0006, Appendix 1.5)** – The Driver Training School shall keep records for each Driving Instructor employed by the School. The Driver Training School must notify DEES of any change made to this record within 30 days of making any such changes. The record must contain the following information:

1. Name;
2. Driver's licence number, Class, and date of expiry;
3. Driving Instructor's licence number, Class(es) of instruction, and date of expiry;
4. Dated monitoring reports, completed by the Senior Driving Instructor or DEES.

**E. Record of Driver Training Vehicles (DPLS0001, Appendix 1.6)**

1. Each vehicle currently used by the Driver Training School or its agents to provide Driver Training, shall maintain a list of driver training vehicles on file. Any changes made to this record must be communicated to DEES within 30 days of making any such changes. The record of training vehicles must contain the following information:
  - a. Year;
  - b. Make and Model;
  - c. Serial Number (Vehicle Identification Number);
  - d. Licence plate number currently registered to that vehicle;
  - e. Insurance expiry date;
  - f. Verification of 6d insurance endorsement;
  - g. Date of most recent mechanic's inspection; and
  - h. Vehicle equipment (including dual brakes, signs and mirrors).

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**SUBJECT: RECORD KEEPING**

**F. Annual Driver Training Records Report**

1. All Driver Training Schools must submit a completed Driver Training Records Report (DPLS0034, Appendix 1.7) electronically, in a format specified by Alberta Transportation, to Alberta Transportation by March 31 of each year. The report collects information regarding students who have received Driver Training between January 1 and December 31 of the previous calendar year. The report must maintain a count of each student that receives training.

**G. Record Retention and Disposal**

1. All records required by the Registrar must be kept for a period of two years from completion of training. The records may be kept indefinitely, at the Driver Training School's discretion. If records are to be discarded, they must be destroyed by ripping, shredding or burning, sufficient to ensure that personal information is not retrievable. If a Driver Training School closes, the Driver Training School must notify DEES where the records will be stored. The Driver Training School must also provide a letter indicating the location of the records and provide a current phone number so DEES may contact the former owners if records are required.
2. Student training records must be made available upon request by DEES.

**SUBJECT: ADMINISTRATIVE REQUIREMENTS**

**STANDARD:** The holder of a Driver Training School license is responsible for ensuring that all requirements under the *Traffic Safety Act*, related regulations, and related policies are fulfilled.

**A. Instructor Hours of Work**

1. A Driving Instructor must not be on duty for more than 15 hours within any continuous 24-hour period, or provide instruction for more than 10 hours within any continuous 24-hour period.
2. Driving Instructors must not exceed 60 on-duty hours within any continuous seven day period.
3. When a Driving Instructor's work shift commences on or after 16:00 hours (4:00 PM), on-duty time may not exceed seven hours for that day.
4. The Driver Training School must record and verify Driving Instructors work hours including the exact time and dates on duty/training on DPLS0027 (Appendix 2.2).
5. Commercial Classes 1, 2 and 3 Driving Instructor's hours must not exceed commercial vehicle log book requirements.

**B. Reference Materials**

1. The following reference materials must be present at the Driver Training School office:
  - a. The *Licensed Driver Training School Policies and Procedures Manual*. The manual must be updated with any amendments received from Alberta Transportation;
  - b. The *Driver Training and Driver Examination Regulation (AR316/2002)* – This is available either in print or through access to the Queen's Printers website (see section 5.01.01 – Contacts and Resources);

**C. Forms**

1. Master copies of various forms required operationally are located in the Forms section at the back of this manual, including:
  - a. Record of Licensed Instructors (Appendix 1.5);
  - b. Record of Driver Training Vehicles (Appendix 1.6);
  - c. Driver Training School Vehicle Inspection Report (Appendix 1.4);
  - d. Driving Instructor Monitoring Report (Appendix 4.3).
  - e. Air Brake Course Student Record (Appendix 3.1)
  - f. Air Brake Practical Test (Appendix 3.2)

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**SUBJECT: ADMINISTRATIVE REQUIREMENTS**

- g. Air Brake Participant List (Appendix 3.3)
- 2. The Driver Training School must make photocopies of forms, as required. Do not use the master copies.
- D. Updating Information** – Licensed Driver Training Schools must immediately notify Driver Education and Examinations of any changes to any information that may affect licence eligibility and update to any of the following information:
  - 1. Phone number;
  - 2. Address;
  - 3. Email;
  - 4. Change of ownership;
  - 5. Updated signed copies of the Driver Instructor's Code of Conduct and Ethics (yearly); and
  - 6. Student records must be released upon request by Alberta Transportation.

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**SUBJECT: DRIVER TRAINING SCHOOL LICENCE RENEWAL**

**STANDARD:** A Driver Training School licence will be renewed if the Driver Training School is in compliance with policy and submits all required documentation. A Driver Training School will be notified two months prior to expiry of the current licence. Driver Training School licenses must be renewed before the expiration date in order for the Driver Training School to continue to deliver Driver Training. A Driver Training School must be in compliance with the requirements for initial issuing of the licence at the time of renewal.

**A.** To renew a Driver Training School licence, the School must submit the following to Driver Education and Examination Standards (DEES):

1. A fully completed Driver Training School Licence Application form ([DPLS0037, Appendix 1.1](#));
  - a. Business email address(es) must be provided on the application form.
  - b. The Driver Training School Licence Application form for a driver training school that is registered with Alberta Government Services Corporate Registries must be signed by the owner, partner or director, as identified in Alberta Government Services Corporate Registries. The driver training school can delegate signing authority to an authorized representative using DPLS0037.
  - c. The Driver Training School Licence Application form for a driver training school that is not registered with Alberta Government Services Corporate Registries must be signed by an authorized representative, as delegated by the driver training school on DPLS0037.
2. Driver Training Records Report for the preceding year;

**Note:** DEES maintains a record of all Driver Training Schools that have submitted the Driver Training Records Report

3. An updated Record of Licensed Instructors (DPLS0006, Appendix 1.5);
  4. An updated Record of Driver Training Vehicles (DPLS0001, Appendix 1.6);
  5. An updated list of all current owners/directors or authorized representative(s);
  6. A copy of annual filing;
  7. A current and signed copy of the surety bond or a bond continuation certificate; and
    - i. A surety bond is not applicable to School Boards, Government Agencies, or organizations that provide training for no compensation.
      - a. A receipt for the licence renewal fee of \$175 (payment must be made at a Registry Agent Office).
- B.** A cancelled or suspended Driver Training School licence cannot be renewed. A Driver Training School licence shall not be issued or renewed if there are outstanding fines or account balances.
- C.** It is the responsibility of a Driver Training School to inform DEES of any criminal convictions or charges against the School or any of its employees or partners.

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**SUBJECT: DRIVER TRAINING SCHOOL LICENCE RENEWAL**

- D. All required documentation must be submitted a minimum of three weeks prior to expiry of the current Driver Training School licence, in order to allow sufficient time for processing and avoid an interruption of the Driver Training School's operations.
- E. Upon approval and completion of processing, a renewed Driver Training School licence will be sent to the Driver Training School.
- F. A licenced Driver Training School must notify DEES of its intention to stop delivering Driver Training services (even if the licence is expired), and must schedule a closing audit with a DPA (see Section 2.00.01H).

**G. Late Renewal**

1. A late renewal may still be processed; however, a school must immediately cease operations upon its licence expiry. Non-compliance will result in a disciplinary action as determined by the Registrar. Scanned copies of renewal forms will be accepted.
2. A renewal application received within 3 months after expiry of the previous licence will be processed; the term licence will not be changed. Applications received after 3 months will be processed with a new term start date and end date.
3. A renewal application, received more than 6 months but less than twelve months after expiry of the previous licence, may be subjected to facilities and premises inspection conducted by a Driver Programs Administrator (DPA) (see section 2.00.01C) before processing renewal application.
4. A renewal submitted more than 12 months after expiry will be treated as a first application.

**H. Licence Expiry**

1. A Driver Training School licence shall expire at 11:59 P.M. (23:59 hours); on the expiry date indicated.

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**SUBJECT: DRIVER EXAMINATION**

**STANDARD:** Alberta Transportation policy requires a strict separation of the Driver Training, Registry Agents and Driver Examination industries, to avoid any actual or perceived Conflict of Interest.

- A.** All drivers are required to demonstrate their skill and knowledge in order to qualify for a driver's licence. The provision of driver examination practical road test services to Albertans is the responsibility of Alberta Transportation, which provides the legislative authority and policy framework. Only Government of Alberta Driver Examiners and Licensed Driver Examiners may conduct practical road tests and determine if clients meet provincial standards.
- B.** Alberta Registry Agents shall provide the supporting infrastructure for Driver Examiners. Registry Agents collect practical road test fees and confirm client's eligibility. Scheduled road tests proceed from Registry Agent offices or approved off-site locations during Government of Alberta approved hours.
- C.** Classes 1, 2, 3 and 6 practical road tests may be conducted at approved Driver Training School locations. Following approval from Alberta Transportation, the Driver Training School will make arrangements with the Government of Alberta, for Driver Examiners to conduct practical road tests at the road testing site.
1. Class 1, 2 and 3 road tests are expected to commence at the approved Driver Training School or Entity locations where clients complete their training.
  2. Alternate road test site approval is dependent on the availability of required test components.
  3. Class 1, 2, 3 and 6 facilities are evaluated on dimensions, traffic conditions (vehicles and pedestrians), public access, surface condition and suitable areas for pre-trip and backup components.
  4. A permission letter is required from the facility owner if the facility used for Driver Training or practical road tests is not owned by the Driver Training School.
  5. Due to the lack of ROADS availability, clients tested at alternate sites must present a permanent (photo) driver's licence, or a temporary driver's licence and an additional piece of government-issued photo ID. Without this ID, the practical road test cannot proceed.
  6. Approval of Driver Training Schools Alternate Test Sites is considered a privilege, and is subject to withdrawal at the discretion of Alberta Transportation.
  7. Practical road tests conducted at alternate sites will be restricted to Government of Alberta approved hours of operation.
  8. Driver Training Schools or Entities are required to submit the following information to the Driver Examination Standards Branch at [commercialroadtests@gov.ab.ca](mailto:commercialroadtests@gov.ab.ca) for Class 1, Class 2 or Class 3 road tests once MELT training is complete and clients are ready for their road tests:
    - a. Name of your Driver Training School or Entity
    - b. Location of your Driver Training School or Entity
    - c. Number of clients that have passed all of the MELT requirements
    - d. Name (first and last) of each client and their MVID

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**SUBJECT: DRIVER EXAMINATION**

9. Driver Training Schools may only book road tests for clients who are currently enrolled in the Driver Training School's program(s). The Driver Training School must use client unique MVID to book road tests on clients' behalf. Driver Training Schools may not use previous client MVIDs to book multiple road tests for other clients.
  10. Driver Training Schools or Entities may only book road test(s) for the Class of instruction they are licensed to deliver.
- D.** In order to avoid any perception that Driver Training Schools or Registry Agencies can directly influence the driver licensing process, there are restrictions placed on relationships between licensed Driver Training Schools, Registry Agencies, Government of Alberta Driver Examiners, and Licensed Driver Examiners.
1. An individual is not eligible to be a Government of Alberta Driver Examiner or Licensed Driver Examiner if they are an owner or part owner, a shareholder, a director, a partner or an employee of, or in a business that is a Driver Training School within the meaning of the *Driver Training and Driver Examination Regulation* (316/2002).
  2. An individual is not eligible to be a Government of Alberta Driver Examiner or Licensed Driver Examiner if they are an owner or part owner, a shareholder, a director, a partner or an employee of, or in a business that is a Registry Agent.
  3. A Driver Training School shall not share an office, telephone, or support staff with a Registry Agent. A Driver Training School must also not lease space to a Registry Agent in any capacity, or use any resources from a Registry Agent unless already sanctioned by this manual.
  4. A Driver Examiner is prohibited from testing students of any Driver Training School that is owned by or employs a member of the Driver Examiner's family, defined as spouse, common-law partner, parent, daughter, son, brother, sister, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, grandparent, grandchild, parent-in-law, stepchild, legal dependent, and cousin.
  5. A student's results and performance related to a practical road test are confidential. Only with the student's consent may the Driver Examiner discuss these topics with the Driving Instructor or Driver Training School.
  6. A Driver Training School shall not request statistical information such as a pass/fail ratio, regarding a Driver Examiner.
  7. A Driver Training School or Driver Instructor shall not attempt to influence the conduct or the outcome of a practical road test.
  8. A Driver Training School may pay for a practical road test on behalf of a student, but only if the Driver Training School is scheduling practical road tests on behalf of all students from a training course who are eligible for the relevant Class of licence. Road test clients may not select their Driver Examiner; the Driver Examiner will be assigned by the Government of Alberta.

**Note:** A Driver Training School may pay for a road test on behalf of a student, when providing professional Driver Training (Classes 1, 2 and 3) paid for by the Student Finance Board or another government agency.

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**SUBJECT: DRIVER EXAMINATION**

9. Driver Training Schools shall not include a practical road test fee as part of the Driver Training course fee.

Driver Examiners shall not drive vehicles owned by a Driver Training School, unless it is being driven by a client during a practical road test. A Driver Training School shall not rent a vehicle to a Driver Examiner for the purpose of testing, and shall only provide a vehicle to a student of their Driver Training School as part of the Driver Training School instruction package.

10. A Driver Training School shall not advertise the provision of practical road test services to students or the public.
11. If a Driver Training School or Driving Instructor feels that any conflict of interest exists between themselves and a Driver Examiner, the Driving Instructor must seek clarification with a Driver Programs Administrator or Manager with Alberta Transportation to determine if a conflict of interest exists, and any appropriate next steps.
12. Driver Training must be focused on developing students' knowledge and skills, rather than concentrating on passing the practical road test. Driving Instructors shall not teach students on approved road test routes.

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**SUBJECT: PROFESSIONAL CONDUCT**

**STANDARD:** All Driver Training Schools licensed by Alberta Transportation are expected to operate in a professional manner and consistent with the Code of Conduct and Ethics.

- A.** Driver Training must be scheduled to maximize and benefit the student. It is important not to rush the training schedule at a faster pace than the student can absorb, nor to delay the training schedule unnecessarily.
- B.** All enquiries from, or on behalf of, a student must be addressed promptly.
- C.** If it is believed that a student may have a disability or condition that could affect his or her ability to drive, Driver Fitness and Monitoring must be notified in writing (see section 5.01.01 – Contacts and Resources for address and fax number). Any such report is confidential under the *Freedom of Information and Protection of Privacy Act*, and will not be disclosed to the student.
- D.** The holder of a Driver Training School licence must ensure that all Driving Instructors and staff are aware and adhere to the policies contained within this manual. Any policy violations must be corrected immediately. Major policy violations or repeated non-compliance must be reported to Driver Education and Examination Standards (DEES).
- E.** A student's performance and progress may be discussed with parents or guardians, but shall not be shared with others, particularly other students, as it could subject him or her to experience ridicule or embarrassment.
- F.** The holder of a Driver Training School licence must cooperate with DEES whenever requested, and follow any directives issued by or on behalf of the Registrar.
- G.** The holder of a Driver Training School licence must adhere to the code of conduct and ethics as outlined in section 1.00.02C.
  - 1. Every Driver Training School Owner, Director or Authorized Representative must sign the Code of Conduct and Ethics (appendix 9.1) on an annual basis and submit to DEES.
  - 2. The Registrar may cancel or suspend a Driver Training School licence if the Driver Training School Owner, Director or Authorized Representative or does not sign and submit the Code of Conduct and Ethics form to DEES or is not in compliance with the guiding principles of the Code of Conduct and Ethics.

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**SUBJECT: DRIVING INSTRUCTOR LICENSING**

**STANDARD:** A Driving Instructor shall be licensed in accordance with the *Driver Training and Driver Examination Regulation* (AR 316/2002) and Government of Alberta Guidelines.

**A.** A person shall not give driver training for a fee or consideration unless that person holds a valid Driving Instructor's licence and is employed by a licensed Driver Training School.

1. A Driving Instructor shall only deliver training for which that person is licenced to deliver by Driver Education and Examination Standards (DEES).

**B. Eligibility Requirements**

1. Have a valid Class 1, 2, or 4 Alberta driver's licence and, if applicable, an Air Brake (Q Endorsement) and/or a School Bus Driver Improvement Program Endorsement (S Endorsement).

Vehicle Type	Instructor's Alberta driver's licence required	Instructor Class
Tractor/Trailer	Class 1 and Air Brake Program	1
Bus	Class 1 or 2 and Air Brake Program	2 or 2-S
School Bus	Class 1 or 2 and S endorsement	2-S
Tandem Truck	Class 1, 2, or 3 and Air Brake Program	3
Car	Class 1, 2, 3 or 4	5
Motorcycle	Class 1&6, 2&6, 3&6, 4&6, 3 or 4&6	46

2. Have a driver's licence that was not cancelled or suspended under the *Criminal Code (Canada)* during the five years immediately before the date of application.

3. Have a satisfactory driving record (as determined by the Registrar) for the two-year period preceding the date of the application. You must have fewer than seven (7) demerit points and no driver's licence suspensions or cancellations that expired within the two-year period before the date of the application.

**Note:** It is not necessary to submit an Alberta driver's abstract, since Alberta Transportation has access to these records.

4. Provide an original Criminal Record Check from an approved police agency dated within 90 days of the instructor application.

a. Online Criminal Record Checks from police services within Alberta will be permitted if the results of the Criminal Record Check are directly released to DEES.

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5. Have no outstanding fines or account balances with Service Alberta.
6. A prospective driving instructor must be affiliated with a licensed Driver Training School.
7. Successfully complete an approved course of instruction or training required by the Registrar. Only Alberta Licensed Driver Training Schools are approved to provide this service.
8. Pass the general knowledge test.
9. Pass the supplementary knowledge test that is specific to the Class or type of instruction the Driving Instructor is applying for.
10. Pass the Driving Instructor practical test (if applicable).
  - a. The applicant must provide a fully equipped driver training vehicle as defined in the *Driver Training and Driver Examination Regulation (AR 316/2002)* for the practical test.
  - b. Driving Instructor licenses will be restricted to automatic transmission vehicles instruction only unless the practical test is passed in a standard transmission vehicle.
11. School Bus Driver Improvement Program Driving Instructor applicants must be an employee of a licensed entity approved by Alberta Transportation to deliver the Alberta School Bus Driver Improvement Program.
12. School Bus Driver Improvement Program Driving Instructor applicants must meet least one of the following qualifications:
  - a. Have a minimum of three (3) years' experience as a school bus driver during the last five (5) years. A confirmation letter must be provided from employer(s).
  - b. Be an administrator with experience in providing school bus operator training. A confirmation letter must be provided from employer(s).
  - c. Hold a valid Alberta Class 2 driver instructor's licence and must provide instructor licence number.
13. School Bus Driver Improvement Program (SBDIP) Driving Instructor applicants must successfully complete the SBDIP.

**C. Driving Instructor Training**

1. All prospective Driving Instructors must be trained by their Licensed Driver Training School before being licensed by DEES. Driving Instructors will require training from the Driver Training School on the curriculum being delivered. A supporting letter from the Driver Training School indicating the dates and times the applicant was trained must be submitted to DEES.
2. The Driver Training School must provide a copy (not the original) of all related study materials identified in Appendix 5 to each Driving Instructor and applicant, as a personal reference during the Driving Instructor training period.

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3. Once the Driving Instructor training, from a Licenced Driver Training School, is complete, the Licenced Driver Training School must contact DEES to schedule a Driving Instructor knowledge test via email to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) .
4. Applicants for an in-vehicle Driving Instructor's licence must successfully complete the Driving Instructor knowledge test before they are eligible for the Driving Instructor practical test.
5. A Driving Instructor providing 'Instructor Training' (train the trainer) must be approved by DEES and have the X Endorsement.
6. All licenced Driver Training Schools are required to train prospective employees, provided that the trainee is not charged a service for this fee.
7. Detailed requirements and procedures regarding the knowledge and practical road tests are contained in Appendix 5 – Driving Instructor Training Guide.
8. School Bus Driver Improvement Program Instructor training courses are only offered by the Alberta Student Transportation Advisory Council (ASTAC).
  - a. DEES will forward approved applications to ASTAC. Applicants will be contacted directly when an Instructor training course is available.
  - b. Further information regarding the Instructor training program can be obtained from ASTAC.

**Note:** *Instructor training courses are only offered by NAIT and SAIT. The applicant must indicate on the form (DPLS0045) where he or she wishes to attend Instructor training; either at NAIT or SAIT.*

9. A Drivers Program Administrator (DPA) will select and notify air brake instructor applicants of their eligibility to take the air brake instructor training.
  - a. Applicants approved for air brake instructor's training must complete the training within one year of receiving the notice. Failure to complete the training within one year will result in the resubmission of application documents for processing.
  - b. DEES will forward approved air brake instructor applications to the selected institution (NAIT or SAIT). Applicants will be contacted directly by their selected institution when an Instructor training course is available.
  - c. Further information on the air brake instructor training program can be obtained from NAIT or SAIT.



**SUBJECT: DRIVING INSTRUCTOR LICENSING**

**D. Application Process** –Prior to scheduling a Driving Instructor knowledge test, an applicant must submit to DEES:

1. A completed Driving Instructor Licence Application form (DPLS0045, Appendix 1.8);

**Note:** *The application will typically be provided and completed when the applicant reports to DEES for the knowledge test. Prior to writing the test, applicants must present a valid photo ID for identity verification.*

2. Proof of holding a valid Class 1, 2, or 4 Alberta driver's licence and, if applicable, an Air Brake (Q Endorsement) and/or a School Bus Driver Improvement Program Endorsement (S Endorsement);

**Exception:** *A Driving Instructor's licence valid for classroom training only can be issued to an applicant holding a Class 3 or 5 driver's licence.*

3. A current, original Criminal Record Check from an approved police agency dated within 90 days of application;
4. Payment of a non-refundable 2-year Driving Instructor licensing fee (plus service charge fee, plus GST); receipt from Registry Agent; and
5. Proof of having not less than three years' driving experience as the holder of a Class 1, 2, 3, 4, 5 (non-GDL), or 6 driver's licence, or a driver's licence issued by another jurisdiction that, in the Registrar's opinion, is the equivalent.

**Exception:** *An applicant for a motorcycle Driving Instructor's licence must hold a valid Class 6 Alberta driver's licence. A satisfactory medical report (TRANS3050, Appendix 4.4) and signed by an Alberta physician is required if the applicant does not hold a Class 1, 2 or 4 Alberta driver's licence.*

6. School Bus Driver Improvement Program Driving Instructor applicants must submit proof of meeting at least one of the following qualifications:
  - a. Have a minimum of three (3) years' experience as a school bus driver during the last five (5) years. A confirmation letter must be provided from employer(s).
  - b. Be an administrator with experience in providing school bus operator training. A confirmation letter must be provided from employer(s).
  - c. Hold a valid Alberta Class 2 driver instructor's licence. Must provide instructor licence number.
7. School Bus Driver Improvement Program Driving Instructor applicant must submit proof of successful completion of an approved SBDIP.
8. Air Brake Instructor applicants must submit, to a DPA, proof of meeting at least one of the following qualifications:
  - a. A minimum of three years' consecutive experience operating vehicles with Air Brakes.

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- b. An Alberta Heavy Equipment Technician's certificate.
  - c. An Instructor involved with teaching Air Brakes at an educational institution that teaches Air Brake courses and is recognized under the Post-Secondary Learning Act.
9. Air Brake Instructor applicants must submit, to a DPA, proof of successful completion of an approved Air Brake Endorsement Program.

**E. Driving Instructor Testing**

- 1. Detailed requirements and procedures regarding Driving Instructor knowledge and practical tests are contained in Appendix 5- Driving Instructor Development Guides.
- 2. The testing process must be completed within 12 months of original application. Applicants who are unable to complete the knowledge or road testing within the stipulated timeframe will be unable to reapply for at least 24 months and their applications will be treated as a first application.
- 3. Applicants will have two attempts to complete each testing phase. Applicants who are unsuccessful after two attempts must wait for a period of 12 months before reapplying.
- 4. Applicants who are only applying to provide the following types of driver training must participate in the written test only:
  - a. Class 5 classroom,
  - b. Defensive Driving Course, or
  - c. Professional Driver Improvement Course.

**F. Licence Issuance**

- 1. Prior to the issuance of a driving instructor licence applicant must provide proof of Payment of a non-refundable two year Driving Instructor licensing fee ( plus service charge fee and GST).
- 2. A DEES staff member will confirm the applicant has met all licensing requirements and paid the licensing fee. Once approved, a license will be issued by the Provincial Licensing Officer, showing the Driving Instructor's:
  - a. Name;
  - b. Driver's licence number;
  - c. Driving Instructor's licence number;
  - d. Licence term;
  - e. Authorized Classes of instruction;
  - f. Endorsements (if applicable); and

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- g. Conditions/restrictions (if applicable).
- 3. A Driving Instructor must carry their Driving Instructor's licence at all times while conducting Driver Training. This licence must be produced upon request by a student, a student's parent or guardian, a peace officer or DEES employee.
- 4. Upon SBDIP instructor licensing, the Instructor will be provided with a SBDIP Instructor manual and a related visual presentation. All relevant materials will be provided in an electronic format.
- 5. An air brake instructor's licence will be issued by DEES upon successful completion of air brake instructor training. A currently licenced Instructor will be issued an updated licence with an air brake endorsement upon successful completion of the Air Brake Instructor training,
- 6. Upon the issuance an air brake instructor's licence, the instructor will be provided with an air brake instructor manual and a related electronic visual presentation provided by the selected institution (NAIT or SAIT).

**G. Driving Instructor Licence Suspension and Cancellation**

- 1. DEES will notify the Driving Instructor, in writing of a Driving Instructor's licence cancellation, suspension or refusal. A Driving instructor's licence will be immediately cancelled, suspended or refused due to the following reasons:
  - a. Suspension, cancellation or expiration of the Driving Instructor's driver's licence;
  - b. Accumulation of seven or more demerit points under the *Driver Training and Driver Examination Regulation (AR 316/2002)*;
  - c. An in-vehicle Driving Instructor's licence will be immediately cancelled when the Driving Instructor's drivers licence is cancelled, suspended, or downgraded from a professional driver's licence Class (Class 1, 2 or 4) to a non-professional driver's licence Class (Class 3, 5 or 6) due to medical reasons. The Driving Instructor may still offer classroom training for Class 5, DDC or PDIC courses; and/or
  - d. Contravention of policies, procedures or regulations.
- 2. A Driving Instructor with a cancelled Instructor's licence due section G (1)(b) listed above will be required to re-apply as an Instructor by fulfilling the following requirements and receiving approval from DEES of fulling the requirements:
  - a. Submit to an Alberta Registry Agent, a Notice of Driver Education Course Completion for the successful completion of a Defensive Driving Course;
  - b. Submit a completed Driving Instructor Licence Application form (DPLS0045, Appendix 1.8) to DEES and receive approval from DEES;

**Note:** *The application will typically be provided and completed when the applicant reports to DEES for the knowledge test; prior to writing the test, applicants must present a valid photo ID for identity verification.*

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- c. Submit a payment of a non-refundable Driving Instructor licensing application fee (plus service charge fee and GST). The expiry date of the Driving Instructor licence will remain at the same date as the expiry date prior to the cancellation of the Driving Instructor licence;
  - d. Pass a Driving Instructor supplementary knowledge test, in the applicable class and a modified Driving Instructor practical road test (for in-vehicle driving instructors), in the applicable class or type of instruction;
  - e. Driving Instructors with a cancelled Driving Instructor Licence and a Criminal Record Check that is dated more than 90 days since the cancellation of the Driving Instructor Licence must also submit a Criminal Record Check dated within 90 days of the instructor application.
3. Driving Instructor's licences that have been cancelled more than twice in a twenty-four month period may be denied renewal by the Registrar.

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**SUBJECT: DRIVING INSTRUCTOR LICENSING RENEWAL**

**STANDARD:** A Driving Instructor's licence will be renewed if the Driving Instructor is in compliance with policy and submits all required documentation. A renewal notice is sent to the Driving Instructor three months prior to expiry of the current licence.

- A.** To renew a Driving Instructor's licence, the Driving Instructor must submit to Driver Education and Examination Standards (DEES).
1. Driving Instructor Licence Renewal Application form (DPLS0009, Appendix 1.9), including the hours of instruction over the prior 24-month period, confirmed and signed by the Senior Driving Instructor or holder of a Driver Training School licence.
    - a. The exact hours of instruction must be recorded; estimates are not acceptable. Instructors delivering instruction for multiple types of training must fulfill the required hours for each type of training or equivalent type of training.
      - i. A new Licensed Driving Instructor Record of Instruction Form (DPLS0027; Appendix 2.2) must be completed for each type of training and each school of employment.
    - b. Class 5 (both classroom and in-vehicle), Class 1 Mandatory Entry-Level Training (MELT), Class 2 MELT, Class 2-S MELT, Class 6, Class 3, Q, S, Professional Driver Improvement Course (PDIC), and Defensive Driving Course (DDC) Driving Instructors are required to submit a Licenced Driving Instructor Record of Instruction form (DPLS0027, Appendix 2.2) together with the DPLS0009 (Appendix 1.9). Both forms must be confirmed and signed by the Senior Instructor or school management.
  2. A receipt from a Registry Agent, showing that the renewal fee was paid.
  3. A current, original Criminal Record Check, from an approved police agency dated within ninety (90) days of application.
    - a. Online Criminal Record Checks from police services within Alberta will be permitted if the results of the Criminal Record Check are directly released to DEES.

**Note:**

- *It is important to apply for the Criminal Record Check far enough in advance of the current licence expiry to allow for delays.*
- *Photocopies of Criminal Records Checks will not be accepted for Driver Instructor Licensing Renewals. Only an original or online Criminal Records Check will be accepted.*

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**SUBJECT: DRIVING INSTRUCTOR LICENSING RENEWAL**

**B. In-vehicle/cumulative Instructor**

- a. To renew an in-vehicle Driving Instructor's licence, the Driver Instructor must meet the following hours of instruction or session requirements for these types of in-vehicle training within the preceding 24 month licensing period:

Class or type of instruction	Classroom Hours	In-Yard Hours	In-vehicle Hours	Total Hours
<b>1 MELT</b>	81	31	114	226
<b>2 MELT</b>	36	21.5	42.5	100
<b>2-S MELT</b>	37	22	48	107
<b>3</b>	-	-	-	100
<b>5 in-vehicle</b>	-	-	-	180
<b>6</b>	-	-	-	90
<b>School Bus Driver Improvement Program</b>	One complete classroom session	One complete practical training session		-
<b>Air Brake</b>	Two complete classroom sessions	Two complete practical training sessions and two practical tests		-

- b. Hours of instruction conducted for Class 1 driver training will also be credited towards Class 3 hours of instruction requirements;
- c. Air brake classroom, practical training and practical test sessions may be achieved over the course of several classes. For example, an instructor may conduct a qualifying practical training session without having been the classroom instructor for that particular class.
- d. Minimum hours of instruction required for driving instructors who provide training for multiple types of MELT:

Class or type of instruction	Classroom Hours	In-Yard Hours	In-vehicle Hours	Total Hours
<b>Class 1 &amp; Class 2 MELT</b>	58	26	78	162
<b>Class 1 &amp; Class 2-S MELT</b>	59	26	81	166
<b>Class 2 &amp; Class 2-S MELT</b>	36.5	21.5	45	103

**Note:** It is recommended that SBDIP instructors complete Alberta Transportation eLearning refresher course once per licence term.

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### C. Classroom Driving Instructor

- a. To renew a classroom Driving Instructor's licence, the Driving Instructor must meet the following hours of instruction requirement for these types of classroom training:

Class or type of instruction	Hours of Instruction
<b>Class 5 Classroom</b>	60
<b>Defensive Driving Course (DDC)</b>	72
<b>Professional Driver Improvement Course (PDIC)</b>	72

**Note:** To ensure sufficient time for processing, renewal applications should be submitted at least three weeks prior to expiry of the current licence, however, applications submitted more than 90 days prior to expiry of the current licence will not be accepted without prior approval from DEES.

### D. Late Renewal

1. A renewal application, received within 3 months after expiry of the previous licence, will be processed, the term of the licence will remain the same.
2. A renewal application received more than 3 months but less than 12 months of the expiry of the term of the licence will be processed; however, the licence will be processed with a new term start and end date. Applicants will be required to successfully complete a re-qualifying test. The requirement for, and components of, a re-qualifying test are provided in Section E.
3. A renewal submitted more than 12 months after expiry will be treated as a first application.
4. Air brake Instructor's licence renewal process must be completed within the sixty (60) days after expiry of the previous Air Brake Instructor's licence. Air Brake Instructor's renewal application received more than sixty (60) days of expiry of the previous licence will be treated as a first application.
5. A Driving Instructor must not conduct driver training with an expired licence. Non-compliance will result in disciplinary action as determined by the Registrar.
6. Upon completion of processing, a renewed driver instructor licence will be generated and sent to the Driving Instructor.
7. Driver Training Schools must provide training hours for all former and current instructors.

**Tip:** It is recommended that the Driving Instructor's hours of instructions are tracked monthly using the DPLS0027 form.

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**E. Inadequate Hours of Instruction Process**

1. For a Class 5 classroom Driving Instructor who fails to meet the minimum hours of instruction in the preceding 24 months at the time of renewal, the following procedures must be followed:
  - a. For an application received within 3 months after the expiry of the previous licence, the Driving Instructor will be required to teach a 20-minute session from the Class 5 Driver Training Curriculum and will be evaluated by a Driver Programs Administrator (DPA). If the Driving Instructor fails the evaluation, he/she will not be able to renew their Driving Instructor licence, and will need to apply to DEES as a first time Driving Instructor .
  - b. For an application received more than 3 months but less than 12 months after expiry of the previous licence, the Driving Instructor will, in addition to teaching a 20 minute session from the Class 5 Driver Training Curriculum, be required to successfully complete a Driving Instructor supplementary knowledge test. If the Driving Instructor fails the evaluation or supplementary knowledge test, he/she will not be able to renew their Instructor licence, and will need to apply to DEES as a first time Driving Instructor.
2. For an in-vehicle Driving Instructor of Class 1 MELT, 2 MELT, Class 2-S MELT, 3, 4, 5 or 6 who fails to meet the minimum hours of instruction in the preceding 24 months at the time of renewal, the following process must be followed:
  - a. For an application received within 3 months after the expiry of the previous licence, the Driving Instructor will be required to pass a driver Instructor supplementary knowledge test, in applicable class. If the driver Instructor fails the knowledge test, he/she will not be able to renew their Driving Instructor licence, and will need to apply to DEES as a first time Driving Instructor.
  - b. For an application received more than 3 months, but less than 12 months after the expiry of the previous licence, the Driving Instructor will be required to pass a driver Instructor supplementary knowledge test, in the applicable class and a modified Driving Instructor practical road test, in the applicable class. If the Driving Instructor fails either the knowledge test or the modified Driving Instructor practical road test he/she will not be able to renew their Driving Instructor licence and will need to apply as a first time Driving Instructor.
3. A Driving Instructor of a DDC, PDIC or School Bus Driver Improvement Program (SBDIP) who fails to meet the minimum hours of instruction in the preceding 24 months at the time of renewal, the following process must be followed:
  - a. For an application received within 3 months after the expiry of the previous licence, the Driving Instructor will be required to teach a 20-minute session from their respective driving course and will be evaluated by a DPA with DEES. If the Driving Instructor fails the evaluation, he/she will not be

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able to renew their Driving Instructor licence, and will need to apply to DEES as a first time Driving Instructor.

- b. For an application received more than 3 months but less than 12 months of the expiry of the previous licence, the Driving Instructor will be required to pass a Driving Instructor supplementary knowledge test, in addition to teaching a 20-minute session from their respective driving course. If the Driving Instructor fails the evaluation, he/she will not be able to renew their Driving Instructor licence, and will need to apply to DEES as a first time Driving Instructor.
  - c. S Endorsement Driving Instructors- If instructor licence requirements are not met, the instructor will be required to complete the School Bus Driver Improvement Refresher Course for renewal to be granted.
4. For an air brake instructor who fails to meet the minimum number of sessions in the preceding 24 months at the time of renewal, the following process must be followed:
- a. If an air brake Instructor fails to meet one of the minimum requirements outlined in Section 3.00.02(B)(a), at the time of licence renewal; for instance, the Instructor has completed 2 classroom sessions, 2 practical training sessions but 0 practical tests, the Senior Air Brake Instructor must evaluate the session missed.
  - b. If an Instructor fails to meet more than one of the minimum requirements outlined in Section 3.00.02(B)(a); for instance, the Air Brake Instructor has completed 2 classroom sessions, but 0 practical training sessions and 0 practical tests, the Air Brake Instructor must reapply through NAIT or SAIT and must successfully complete the Air Brake Instructor Course.
  - c. Missed components must be completed within sixty (60) days after the expiry of previous Air Brake Instructor's licence. Applicants who fail to complete the missing session within sixty (60) days must reapply through NAIT or SAIT and successfully complete the Air Brake Instructor course.
5. A Driving Instructor will have a maximum of one opportunity to renew their licence through the Inadequate Hours of Instruction process, regardless of the amount of time that has passed. This applies regardless of whether the application was received within 3 months or 12 months of expiry.

**SUBJECT: SENIOR DRIVING INSTRUCTORS**

**STANDARD:** Each Driver Training School is to employ a designated Senior Driving Instructor, to guide and assist its staff in providing quality student instruction, mentor all other Driving Instructors, and to meet administrative requirements.

**A. Becoming a Senior Driving Instructor**

- a. To become a Senior Driving Instructor for any type of Driver Training program, a licensed Driving Instructor must:
- i. Have a minimum of 24 months consecutive experience as a licensed Driving Instructor in the Class/type of licence they intend to instruct;
  - ii. Have the following minimum hours (combined classroom, in-yard, and in-vehicle) within the past 24 months to become a Senior Driving Instructor:

Class or type of instruction	Classroom Hours	In-Yard Hours	In-vehicle Hours	Total Hours
<b>1 MELT</b>	162	62	228	452
<b>2 MELT</b>	72	42	85	199
<b>2-S MELT</b>	74	44	96	214
<b>3</b>	-	-	-	200
<b>5</b>	80	-	200	280
<b>6</b>	-	-	-	120
<b>School Bus Driver Improvement Program</b>	Completed 2 complete classroom sessions	Completed 2 practical training sessions		-
<b>Air Brake</b>	Completed 4 complete classroom sessions	Completed 4 practical training sessions and 4 practical tests		-
<b>Defensive Driving Course</b>	96	-	-	96
<b>Professional Driver Improvement Course</b>	96	-	-	96

- iii. Minimum hours of instruction required for driving instructors who provide training for multiple types of MELT to become a Senior Driving Instructor:

Class or type of instruction	Classroom Hours	In-Yard Hours	In-vehicle Hours	Total Hours
Class 1 & Class 2 MELT	116	52	156	324
Class 1 & Class 2-S MELT	118	52	162	332
Class 2 & Class 2-S MELT	73	43	90	206

**SUBJECT: SENIOR DRIVING INSTRUCTORS**

- iv. Submit a monitoring session conducted by a Senior Driving Instructor with the Driver Training School of which the Driving Instructor is an employee.
- v. Be approved by a Driver Programs Administrator (DPA) if the Driving Instructor is in good standing with Driver Education and Examination Standards (DEES);
- vi. Be recommended by the Driver Training School owner or a Senior Driving Instructor assigned by the Driver Training School to monitor and assess the performance of the Driving Instructor; and
- vii. Successfully complete a Senior Driving Instructor's knowledge test conducted by DEES. Applicants who are unsuccessful after two attempts within a 6 month period from the date of the first knowledge test must wait a period of 12 months before reapplying.

**B. 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 DPA for guidance if required.

**C. 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, Appendix 1.5) 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 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;

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**SUBJECT: SENIOR DRIVING INSTRUCTORS**

3. 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, they 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.*

4. Maintaining and updating the Record of Driver Training Vehicles (DPLS0001, Appendix 1.6) of all Driver Training vehicles currently used by the Driver Training School to conduct Driver Training;
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.

**D. Monitoring** - Senior Driving Instructors will be monitored regularly by a DPA, while conducting Driver Training with a student.

1. The interval between monitoring sessions will not exceed 24 months, and will usually be conducted as part of the Driver Training School's audit process.
  - a. A Senior Driving Instructor will be required to undergo a successful monitoring session with a DPA at least once every two years. If unsuccessful at the first monitoring session, a second monitoring will be scheduled within six months after the first monitoring session. If unsuccessful after the second monitoring session, the Senior Driving Instructor will be required to participate in a refresher training program with a DPA and must pass the Senior Driving Instructor knowledge test at the end of training.
  - b. Failure to pass the Senior Driving Instructor knowledge test conducted at the end of the refresher training will result in an immediate cancellation of the Senior Driving Instructor licence and replaced with a Driving Instructor licence. The Driving Instructor must then wait for a period of two years and must fulfill the requirements outlined above (see 3.00.03A) before reapplying to become a Senior Driving Instructor.
  - c. Monitoring sessions may be conducted more frequently, at the discretion of DEES. Poor monitoring results may result in the removal of the Senior Driving Instructor's status.

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**SUBJECT: SENIOR DRIVING INSTRUCTOR LICENCE RENEWAL**

**STANDARD:** A Senior Driving Instructor's licence will be renewed if the Senior Driving Instructor is in compliance with policy and submits all required documentation. A renewal notice is sent to the Senior Driving Instructor three months prior to expiry of the current licence.

- A.** To renew a Senior Driving Instructor's licence, the Senior Driving Instructor must submit to Driver Education and Examination Standards (DEES):
1. Completed Driving Instructor Licence Renewal Application form (DPLS0009, Appendix 1.9) and Licensed Driving Instructor Record of Instruction form (DPSL0027, Appendix 2.2) including the hours of instruction within the preceding 24-month period signed by a Senior Driving Instructor or school management, other than the applicant.
    - a. The exact hours of instruction must be recorded for each month; estimates are not acceptable. Senior Driving Instructors delivering instruction for multiple types of training must fulfill the required hours for each type of training or equivalent type of training.
      - i. A new Licensed Driving Instructor Record of Instruction Form (DPLS0027; Appendix 2.2) must be completed for each type of training and each school of employment.
      - ii. Refer to section 3.00.02(B) and 3.00.02(C) for the minimum hours of instruction required for each types of instruction.
      - iii. Hours can be a combination of classroom or vehicle instruction and Driving Instructor classroom training and monitoring hours.
    - b. If the school owner is also a Senior Driving Instructor and there is no individual applicable to sign the Licenced Driving Instructor Record of Instruction or the Driving Instructor Licence Renewal Application form, they may sign on their own behalf. There will, however, be a further requirement of a monitoring session with a Driver Programs Administrator to ensure the owner or Senior Driving Instructor is teaching to Alberta Transportation standards. Failure of the monitoring session will require additional monitoring sessions with DEES.
  2. A receipt from a Registry Agent, showing that the renewal fee was paid.
  3. A current, original Criminal Record Check, from an approved police agency dated within ninety (90) days of application.
  4. Online Criminal Record Checks from police services within Alberta will be permitted if the results of the Criminal Record Check are directly released to DEES.

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**SUBJECT: SENIOR DRIVING INSTRUCTOR LICENCE RENEWAL**

**Note:** *It is important to apply for the Criminal Record Check far enough in advance of the current licence expiry to allow for delays. Photocopies of Criminal Records Checks will not be accepted for Driver Instructor Licensing Renewals. Only an original Criminal Records Check will be accepted.*

**Note:** *To ensure sufficient time for processing, renewal applications should be submitted at least three weeks prior to expiry of the current licence, however, applications submitted more than 90 days prior to expiry of the current licence will not be accepted without prior approval from DEES.*

## **B. Late Renewal**

1. A renewal application, received within 3 months after expiry of the previous licence, will be processed; the term of the licence will remain the same.
2. A renewal application received more than 3 months, but less than 12 months of the expiry of the term of the licence will be processed; however, the licence will be processed with a new term start and end date. Applicants will be required to successfully complete a re-qualifying test. The requirement for, and components of, a re-qualifying test are provided in Section C.
3. A renewal submitted more than 12 months after expiry will be treated as a first application.
4. A Senior Driving Instructor must not conduct driver training or duties of a Senior Driving Instructor with an expired licence. Non-compliance will result in disciplinary action as determined by the Registrar.
5. Upon completion of processing, a renewed Senior Driving Instructor licence will be generated and sent to the Senior Driving Instructor.
6. Driver Training Schools must provide training hours for all former and current instructors.

## **C. Inadequate Hours of Instruction Process**

1. If the hours of instruction are below the minimum requirements, a re-qualifying test may be required. The requirement for, and components of, a re-qualifying test will be determined by DEES.
2. For a Class 5 classroom Senior Driving Instructor who fails to meet the minimum hours of instruction in the preceding 24 months at the time of renewal, the following procedures must be followed;
  - a. For an application received within 3 months after the expiry of the previous licence, the Senior Driving Instructor will be required to teach a 20 minute session from the Class 5 Driver Training Curriculum and will be evaluated by a Driver Programs Administrator (DPA). If the Senior Driving

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Instructor fails the evaluation, he/she will not be able to renew their Senior Driving Instructor licence, and will need to apply to DEES as a first time Senior Driving Instructor.

- b. For an application received more than 3 months but less than 12 months after expiry of the previous licence, the Senior Driving Instructor will, in addition to teaching a 20 minute session from the Class 5 Driver Training Curriculum, be required to successfully complete a Driving Instructor supplementary knowledge test. If the Senior Driving Instructor fails the evaluation or supplementary knowledge test, he/she will not be able to renew their Senior Instructor licence, and will need to apply to DEES as a first time Senior Driving Instructor.
3. For an in-vehicle Senior Driving Instructor of Class 1 MELT, Class 2 MELT, Class 2-S MELT, 3, 4, 5 or 6 who fails to meet the minimum hours of instruction in the preceding 24 months at the time of renewal, the following process must be followed.
  - a. For an application received within 3 months after the expiry of the previous licence, the Senior Driving Instructor will be required to pass a driver Instructor supplementary knowledge test, in the applicable class. If the driver Instructor fails the knowledge test, he/she will not be able to renew their Senior Driving Instructor licence, and will need to apply to DEES as a first time Senior Driving Instructor.
  - b. For an application received more than 3 months but less than 12 months after the expiry of the previous licence, the Senior Driving Instructor will be required to pass a driver Instructor supplementary knowledge test, in applicable class and a modified Driving Instructor practical road test, in applicable class. If the Driving Instructor fails either the knowledge test or the modified Driving Instructor practical road test he/she will not be able to renew their Senior Driving Instructor licence and will need to apply as a first time Senior Driving Instructor.
4. A Senior Driving Instructor of a DDC, PDIC or School Bus Driver Improvement Program (SBDIP) who fails to meet the minimum hours of instruction in the preceding 24 months at the time of renewal, the following process must be followed.
  - a. For an application received within 3 months after the expiry of the previous licence, the Senior Driving Instructor will be required to teach a 20 minute session from their respective driving course and will be evaluated by a DPA with DEES. If the Senior Driving Instructor fails the evaluation, he/she will not be able to renew their Senior Driving Instructor licence, and will need to apply to DEES as a first time Senior Driving Instructor.
  - b. For an application received more than 3 months but less than 12 months of the expiry of the previous licence, the Senior Driving Instructor will be required to pass a Driving Instructor supplementary knowledge test, in addition to teaching a 20 minute session from their respective driving course. If the Senior Driving Instructor fails the evaluation, he/she will not be able to renew

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**SUBJECT: SENIOR DRIVING INSTRUCTOR LICENCE RENEWAL**

their Senior Driving Instructor licence, and will need to apply to DEES as a first time Senior Driving Instructor.

- c. S Endorsement Senior Driving Instructors- If instructor licence requirements are not met, the instructor will be required to complete the School Bus Driver Improvement Refresher Course for renewal to be granted.
5. A Senior Driving Instructor for the Air Brake Program who fails to meet the minimum number of sessions in the preceding 24 months at the time of renewal, the following process must be followed:
- a. The Senior Air Brake Instructor fails to meet one of the minimum requirements outlined in Section 3.00.03(B); for instance, the instructor completed 2 classroom sessions and 2 practical training sessions but 0 practical test, a Driver Programs Administrator must evaluate the session missed.
  - b. If the Senior Air Brake Instructor fails to meet more than one of the minimum requirements outlined in Section 3.00.02(B); for instance, the instructor completed 2 classroom sessions, but 0 practical training sessions and 0 practical tests) the Senior Air Brake Instructor must reapply through NAIT or SAIT and must successfully complete the Air Brake Instructor Course.
  - c. Alberta Transportation, DEES, may not be able to assist observing senior instructor's within the 60 days due to prior commitments, therefore sufficient advanced notice is required.
6. A Senior Driving Instructor will have a maximum of one opportunity to renew their licence through the Inadequate Hours of Instruction process, regardless of the amount of time that has passed. This applies regardless of whether the application was received within 3 month or 12 months of expiry.

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**SUBJECT: PROFESSIONAL CONDUCT**

**STANDARD:** All Driving Instructors licensed by Alberta Transportation are required to conduct themselves in a professional manner that brings credit to themselves, to their driver training school, and to the Driver Training industry as a whole.

- A. It must be recognized that students are inexperienced and often nervous. The Driving Instructor must strive to provide a supportive and trusting environment to enhance the learning process and the student's overall satisfaction with his/her Driver Training experience.
- B. Eating or smoking by the student or Driving Instructor in a vehicle during the course of a lesson is prohibited.
- C. The use of a cellular telephone or any electronic device by the Driving Instructor or the student is prohibited while the vehicle is in motion during a lesson.
- D. A Driving Instructor shall not interrupt a lesson to conduct any personal business or errand.
- E. A Driving Instructor shall not attempt to influence the conduct or result of a practical road test conducted by a Driver Examiner.
- F. A Driving Instructor must be a model of excellence in his or her personal driving behavior.
- G. A Driving Instructor must be rested and alert at all times while conducting driver training, and must avoid any factors or circumstances (such as alcohol, drugs, fatigue etc.) that could diminish his or her performance.
- H. Non-student passengers or pets are not permitted in a Driver Training School vehicle during a lesson. Not more than three passengers should be in a vehicle during driver training not including the Driving Instructor. Any of following passengers may be in a motor vehicle during driver training.
  - a. Other students (not more than two additional students);
  - b. Another licenced Driving Instructor;
  - c. A person being trained to become a Driving Instructor;
  - d. An interpreter, if required; and
  - e. Driver Education and Examination Standards (DEES) staff for monitoring and evaluation purposes.

**Exception:** *A corrections officer is permitted in a Driver Training School vehicle during the lesson if the student is an inmate.*

- I. A Driving Instructor, in consultation with the Senior Driving Instructor, shall notify Driver Fitness and Monitoring (see section 5.01.01 - Contacts and Resources for address and fax numbers), in writing, when it is felt that a student may have a disability or condition that could affect his or her ability to drive. Any such

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report is confidential under the Freedom of Information and Protection of Privacy Act, and will not be disclosed to the student.

- J.** A student's performance and progress may be discussed with parents or guardians, but may not be shared with others, particularly other students.
- K.** While humour is often a good way to support a positive training environment, it should be recognized that not everyone shares the same sense of humour. A Driving Instructor must be careful to avoid comments or jokes that might be insensitive. Ill-considered attempts at humor might be construed as rudeness, prejudice, or harassment.
- L.** The Driving Instructor must immediately notify DEES of any suspension or cancellation to the Driving Instructor's driver's licence and/or any criminal convictions or charges levelled against the Driving Instructor.
- M.** In order to verify identity and Driving Instructor status, a Driving Instructor shall produce his/her Driving Instructor's licence when requested by a student or a student's parent/guardian.
- N.** Physical contact with a student must be avoided unless in an emergency situation.

**O. Sexual Harassment**

- 1. Sexual harassment means any conduct, comment, gesture or contact that may be construed as being a sexual advancement by the Driving Instructor towards another person or is otherwise sexual in nature.

A licenced Driving Instructor shall not do anything that may be construed as sexual harassment while operating in the capacity of a Driving Instructor. The requirement includes, but not limited to sexual harassment towards students, Registry Agent staff and DEES staff. Any instances of sexual harassment will result in disciplinary action, or investigation by Special Investigations Unit (SIU).

- 2. Should a Driving Instructor experience sexual harassment during the course of driving lesson, the lesson will be terminated and the Driving Instructor should report the incident to local law enforcement.

**P. Bribery**

Bribery is an offence under the Criminal Code (Canada). It shall be the commitment of a Driving Instructor to:

- a. Reject any offer of money, a gift, favor, or incentive, either from or on behalf of, a student;
- b. Report to Alberta Transportation, DEES, any case of bribery or fraud, which you encounter in the course of your duties; and
- c. DEES will notify the SIU of any report or incident of professional misconduct.

**SUBJECT: CLASS 5 PROGRAM**

**STANDARD:** The Class 5 Driver Training program is designed to introduce drivers to the basic knowledge and skills that will allow them to develop life-long habits of driver safety and competence. The Class 5 program has a defined curriculum outline that must be presented in its entirety to ensure uniform and effective program delivery.

**A. Class 5 Program Overview**

1. Insurance Incentive - The Alberta insurance industry may provide a discount to newly licensed drivers who have successfully completed an approved Driver Training program. Newly licensed drivers will be recognized as having the equivalent of three years of driving experience, as long as the driver is rated as collision-free at the time of application and maintains this collision-free status.
2. When classroom and in-vehicle instructions are provided by more than one Driver Training School, only students that have successfully completed the classroom session will be eligible to participate in the in-vehicle training portion.

**B. Learning Environments**

- a. Classroom – A minimum of 15 hours of classroom instruction is required. The curriculum implemented must be either the Alberta Class 5 Curriculum or one that is based on the Alternate Classroom Curriculum Development Criteria (refer to section 4.00.02), and approved by Driver Education and Examination Standards (DEES).
- b. In-Vehicle – A minimum of 10 hours of in-vehicle training is required for students who are licensed in the Class 7, Class 6, or Class 5 GDL (probationary) categories. A student who is fully licensed with a Class 1, 2, 3, 4, or 5 (non-GDL) driver's licence at the time of registration must complete a minimum of 6 hours.

**C. Course Completion Requirements**

1. To qualify for a Notice of Driver Education Course Completion form, a student must:
  - a. Have attended the full classroom session (minimum 15 hours) and achieved a minimum score of 80% on the classroom examination, within twelve months of the registered course start date and;
    - i. If holding a Class 7 or a Class 5 GDL (probationary) driver's licence at the time of registration, have completed a minimum of 10 hours of in-vehicle training, achieving a minimum score of 75%; or
    - ii. If holding a full Class 5 (non-probationary) or higher Class of driver's licence at the time of registration, have completed a minimum of 6 hours of in-vehicle training, achieving a minimum score of 75%.
2. Upon successful completion, the student is issued a Notice of Driver Education Course Completion form. This form must be issued within 30 days of course completion.

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**SUBJECT: CLASS 5 PROGRAM**

3. The student should be advised to present the Notice of Driver Education Course Completion form at a Registry Agent, where a Condition Code U will be placed on the driver's record. Although a Code U does not appear on the driver's licence, it will appear on a driver's abstract. The students are required to keep the original copy of the form.
4. The student should be advised to present the Notice of Driver Education Course Completion form to their insurance provider to be recognized for the insurance credit.
5. A Driver Training School that only provides in-vehicle training must contract with a Driver Training School that is licensed to conduct classroom instruction. A letter of confirmation with an approved curriculum from the Driver Training School providing the classroom training must be provided to DEES. Any changes to this arrangement must be provided in writing to DEES.
  - a. The student copy of Driving In-Vehicle Evaluation Report (D.R.I.V.E.R.) must be provided to the student with the required classroom or in-vehicle section completed in its entirety. The Driver Training School must retain a copy in their files for audit purposes.
6. Additional Class 5 non-certification training may be provided to address the specific needs of individual students/clients. A Notice of Driver Education Course Completion form is not provided for this training, however the D.R.I.V.E.R. Card must be completed for all lessons.

**D. Classroom Equipment**

1. In addition to general classroom requirements (refer to section 2.00.01, C), each Class 5 classroom must also have:
  - a. A computer,
  - b. Projector and projection screen, and
  - c. Speakers.

**E. Classroom Session Requirements**

1. Each student must be provided with a copy of the Class 5 Driver Training Curriculum: A Guide for Students, or an approved student's guide, which is a reference and study guide.
2. The duration of the classroom session is a minimum of 15 hours, not including registration, breaks and exams.
3. The curriculum must be delivered with the assistance of an audio-visual electronic presentation.
4. The Class 5 Driver Training Curriculum: A Guide for Instructors, or an approved alternate, must be used for classroom delivery.
5. The electronic presentation must be presented in its entirety.

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**SUBJECT: CLASS 5 PROGRAM**

#### **F. Required Student Study Materials**

1. [Driver's Guide to Operation, Safety and Licensing](#)– This operator's manual provided by Alberta Transportation, contains information required by all motorists and road users in Alberta.

#### **G. Lesson Duration and Breaks**

1. Maximum classroom instruction time must not exceed 8 hours within any one day.
2. Instruction may not be conducted between 11:00 P.M. and 6:00 A.M.
3. Students must receive a 15 minute break after each two hour section of classroom instruction. These 15 minute breaks will not be counted as lesson time.
4. Classroom sessions of 6 to 8 hours in duration must include a meal break of at least 30 minutes, but not exceeding 60 minutes.

#### **H. Home Study**

1. Home study is encouraged to reinforce classroom instruction. Students should be encouraged to take their student's guides home to study the material covered in class.
2. Home study may not replace classroom instruction time.

#### **I. Classroom Examination**

1. The two latest versions of the Driver Training test are issued and provided by Alberta Transportation to each Driver Training School delivering classroom education. Both tests must be used during the final classroom test. The tests must be alternated between students to ensure students sitting side-by-side are not attempting the same test. Alberta Transportation approved tests must not be altered in any way.
2. The maximum time allotted for the test is 45 minutes. If the student is unable to complete the test in 45 minutes, he/she must make arrangements with the school for a rewrite. Time administering the test is not part of the required minimum 15 hours of instruction.
3. If a student provides proof (doctors note, letter from parents, etc.) that they have a learning disability they shall be permitted additional time to write the test as approved by Alberta Transportation.
4. All questions are multiple-choice. The student must record his or her answers on the Driver Education Test answer sheet (TRANS0018, Appendix 4.5), not the test booklet. The answer sheet must be fully completed and signed by the student.

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5. The test is closed-book, therefore no reference material is allowed. The Driving Instructor must be present in the classroom throughout the test and ensure that there is no talking among the students, no use of cell phones (camera or non-camera) or other electronic devices. Driving Instructors present are responsible for ensuring there is no cheating.
6. Dictionaries may be used by students. However, the Driving Instructor must scan each dictionary to ensure that it does not contain notes or other materials.
7. Driving Instructors are responsible for marking the answer sheet accurately.
8. The Driving Instructor may assist with clarifying the meaning of words, but must not in any way indicate the correct answer to a question.
9. A minimum final grade of 80% is required to pass. If a student scores less than 80%, the test may be repeated. It may not be repeated the same day. A repeat test must be a different test number from the previous test.
10. Students have three attempts at the classroom knowledge exam. Only one exam attempt is permitted per student per day. Students who fail to pass the written test after the third attempt are required to take the Class 5 classroom portion of the course again to fulfill the course completion requirements.
11. The knowledge test is available in English only. The test can be translated but must adhere to policies in this section. The translation must be an accurate translation of the original and cannot deviate from the original text to ensure the integrity of the test. The Driver Training School is responsible for the accuracy of the translation. DEES reserves the right to verify the accuracy of the translation.

**J. In-Vehicle Instruction**

1. In-vehicle instruction must be in accordance with Section 4.00.03.

**K. Training Duration**

1. Course components of Driver Training must be completed within 24 months of the student's registration.

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**SUBJECT: CLASS 5 CURRICULUM**

**STANDARD:** The Alberta Class 5 Curriculum is the minimum standard for Class 5 Driver Education. Driver Training Schools delivering Class 5 Driver Training are mandated to either implement the Alberta Class 5 Curriculum or a government approved alternate curriculum. A Driver Training School that chooses to deliver the classroom component using an alternate curriculum must develop a curriculum to be submitted to and approved by Driver Education and Examination Standards (DEES) under the criteria described in this section.

**A. Alberta Class 5 Curriculum**

1. Alberta Transportation is responsible for maintaining the Alberta Class 5 Curriculum. When changes are made to the Alberta Class 5 Curriculum by Alberta Transportation, Schools providing the Alberta Class 5 Curriculum are given the new material electronically or by mail. Driver Training School owners must update their copies of the Driving Instructor's Guide immediately when they receive updates. The newest version of the electronic presentation must be implemented in a timely manner.
2. Driver Training Schools providing the Alberta Class 5 Curriculum are required to use the electronic presentation, Instructor's guide and student's guide to deliver driver training. The electronic presentation and Driving Instructor's Guide are provided to schools by Alberta Transportation. Driver Training School owners must order and purchase the student's guides through the Queens Printer.
3. Driver Training Schools are required to update the Class 5 curriculum in accordance to legislative changes to the provincial Acts, regulations or municipal bylaws.

**B. Alternate Classroom Curriculum Development Criteria**

1. Required curriculum components are outlined under Definitions of Class 5 Curriculum Components (refer to Appendix 6).
2. Presentations must be kept current and incorporate changes in laws, driving conditions and continually improve delivery methods.
  - a. DEES will provide Driver Training School owners with updates that must be implemented into the alternate curricula.
  - b. Driver Training Schools are not permitted to use original copies of the slides and incorporate them into the alternate curriculum. The Government of Alberta logo and color scheme cannot be present in the alternate curriculum.

**Class 5 Curriculum Outline Criteria**

- A. The outline below provides a guideline for developing an alternate curriculum to the Alberta Class 5 Curriculum.
- B. Driver Training Schools may provide additional content within the 15-hour framework or extend the program beyond 15 hours.
- C. The curriculum outline is separated into 7 modules with numerous topics and/or subtopics within each module.

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**SUBJECT: CLASS 5 CURRICULUM**

D. The estimated duration for each module is indicated in brackets.

**Classroom Curriculum Outline**

Class 5 Curriculum Module	Outline
Module 1: Introduction (1 hour)	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Curriculum Overview</li> <li>3. School Policies</li> <li>4. Course Completion Form Requirements</li> </ol>
Module 2: Licensing (45 minutes)	<ol style="list-style-type: none"> <li>1. Licensing Process</li> <li>2. Conditions and Restrictions of GDL-Class 7 and Class 5</li> <li>3. Conditions and Restrictions of Class 5 Non-GDL</li> <li>4. Losing the Class 5 or 7 Operator's Licence</li> <li>5. Traffic Laws</li> <li>6. Traffic Conviction Consequences</li> <li>7. Demerit Point System</li> </ol>
Module 3: Driver (4 hours)	<ol style="list-style-type: none"> <li>1. Influences on Driving Habits               <ol style="list-style-type: none"> <li>a. Motivations for Driving</li> <li>b. Personal Factors</li> <li>c. Social and Cultural Factors</li> <li>d. Physical Factors                   <ol style="list-style-type: none"> <li>i. Health</li> <li>ii. Vision</li> <li>iii. Fatigue</li> </ol> </li> <li>e. Distracted Driving Legislation</li> <li>f. Impairment                   <ol style="list-style-type: none"> <li>i. Consequences of Impaired Driving</li> <li>ii. Ways to Avoid Impaired Driving</li> </ol> </li> </ol> </li> <li>2. Reaction Time/Stopping Distance</li> </ol>



**SUBJECT: CLASS 5 CURRICULUM**

<p>Module 4: The Vehicle (45 minutes)</p>	<ol style="list-style-type: none"> <li>1. Instrument Panel</li> <li>2. Gears             <ol style="list-style-type: none"> <li>a. Automatic versus Standard Transmission</li> </ol> </li> <li>3. Safety Features             <ol style="list-style-type: none"> <li>a. Air Bags</li> <li>b. Seat Belts</li> <li>c. Anti-lock Braking Systems</li> </ol> </li> <li>4. Signal Lights</li> </ol>
<p>Module 5: Rules of the Road (6 hours, 30 minutes)</p>	<ol style="list-style-type: none"> <li>1. Traffic Control Signals/Lights             <ol style="list-style-type: none"> <li>a. Red</li> <li>b. Amber</li> <li>c. Green</li> <li>d. Green Arrow</li> <li>e. Pedestrian</li> <li>f. Lane Control</li> </ol> </li> <li>2. Traffic Control Signs             <ol style="list-style-type: none"> <li>a. Regulatory</li> <li>b. Permissive Manoeuvre</li> <li>c. Prohibitive Manoeuvre</li> <li>d. Warning</li> <li>e. Road and Construction</li> <li>f. Information and Guides</li> <li>g. School and Playground Zones and Areas</li> </ol> </li> <li>3. Pavement Markings             <ol style="list-style-type: none"> <li>a. White Lines (broken/solid)</li> <li>b. Yellow Lines (broken/solid, single/double)</li> <li>c. Secondary Highways</li> <li>d. Primary Highways</li> <li>e. Speciality Lanes – Acceleration and Deceleration Lanes</li> <li>f. Weave Zones</li> <li>g. Recommended Lane Usage on Multi-Lane Highways</li> <li>h. Urban Roads</li> </ol> </li> </ol>

**SUBJECT: CLASS 5 CURRICULUM**

	<ul style="list-style-type: none"> <li>4. Sharing the Road with Others               <ul style="list-style-type: none"> <li>a. Emergency Vehicles</li> <li>b. Slow Moving Vehicles</li> <li>c. Large Vehicles</li> <li>d. Trains and Light Rail</li> <li>e. School Bus</li> <li>f. Funeral Processions</li> <li>g. Motorcycles</li> <li>h. All-Terrain Vehicles</li> <li>i. Cyclists</li> <li>j. Jay Walkers</li> <li>k. Children and Pets</li> <li>l. Wildlife</li> </ul> </li>   <li>5. Intersections and Turning Corners – Right and Left Turns               <ul style="list-style-type: none"> <li>a. Standard Transmission</li> <li>b. Right-of-Way</li> <li>c. Two-Way</li> <li>d. One-Way</li> <li>e. Traffic Signals</li> <li>f. Traffic Circle</li> <li>g. Uncontrolled Intersections (4-way and T intersections)</li> <li>h. Courtesy Corners (4-way and T intersections with stop signs)</li> </ul> </li>   <li>6. Maneuvers               <ul style="list-style-type: none"> <li>a. Changing Lanes</li> <li>b. Passing</li> <li>c. Parking                   <ul style="list-style-type: none"> <li>i. Illegal Parking</li> <li>ii. Parallel Parking</li> <li>iii. Hill Parking</li> </ul> </li> </ul> </li> </ul>
<p>Module 6: Collision Avoidance (One Hour)</p>	<ul style="list-style-type: none"> <li>1. Collision Statistics</li>   <li>2. Improper Actions or Drivers and Defensive Driving</li>   <li>3. Scanning               <ul style="list-style-type: none"> <li>a. Ground Search</li> <li>b. Eye-Lead Time</li> <li>c. Mirror Checks</li> <li>d. Blind Spots</li> <li>e. Space Cushion</li> </ul> </li> </ul>

**SUBJECT: CLASS 5 CURRICULUM**

	<ol style="list-style-type: none"> <li>4. Following Distances</li> <li>5. Risk Assessment</li> <li>6. Traction</li> <li>7. Tires             <ol style="list-style-type: none"> <li>a. Tire Blowout</li> <li>b. Tire Off Road</li> </ol> </li> <li>8. Inertia</li> <li>9. Standard Transmission</li> <li>10. Skids/Hydroplaning</li> <li>11. Low Visibility Driving             <ol style="list-style-type: none"> <li>a. Driving at Night</li> <li>b. Use of High Beams</li> <li>c. Overdriving Headlights</li> <li>d. Driving in Fog</li> </ol> </li> </ol>
<p>Module 7: Fuel Efficiency (1 hour)</p>	<ol style="list-style-type: none"> <li>1. Social Responsibility</li> <li>2. Driving Habits and Techniques</li> <li>3. Vehicle Maintenance</li> <li>4. Before Purchasing or Leasing</li> <li>5. Buying a Vehicle</li> </ol>

**SUBJECT: CLASS 5 CURRICULUM**

**C. Alternate Curriculum Submission**

1. To submit an alternate curriculum for DEES to review, the submission must meet the following requirements:
  1. Inclusion of three curriculum resources:
    - Electronic presentation;
    - Driving Instructor's guide; and
    - Student's guide.
  2. Inclusion of the Curriculum Checklist (DPLS0026, Appendix 2.3) properly filled in (refer to section 4.00.05).
  3. Submission of files must be in electronic format (e.g.: Adobe© PDF, Microsoft© Word Document, Microsoft© PowerPoint) on a portable media storage device (i.e. USB drive, burned CD) delivered to the DEES office in Edmonton or Calgary.
  4. Driver Training Schools that are unable to submit the curriculum in an electronic format should contact DEES.

An alternate curriculum must not be used to deliver Driver Training by a Driver Training School unless the Driver Training School has received approval from the DEES Driver Education Program Coordinator.

**SUBJECT: CLASS 5 IN-VEHICLE INSTRUCTION**

**STANDARD:** During in-vehicle instruction, students shall develop the skills and control required to safely operate a motor vehicle in a traffic environment.

**A. Program Objectives**

1. To provide students with an adequate level of skill, knowledge, attitude and vehicle control to ensure the safe handling and the smooth operation of a motor vehicle.
2. To provide students with the knowledge required to apply driving laws, proactive driving practices, hazard detection and defensive driving techniques to ensure cooperative, safe and legal operation of a motor vehicle.
3. To provide students with the abilities required to:
  - a. Gather information from events and conditions encountered while driving;
  - b. Effectively analyze the information gathered;
  - c. Decide on the correct course of action required for the circumstance; and
  - d. Act in a timely manner to implement such decisions.
4. To provide students with the ability to plan their driving.
5. To provide the opportunity for the student to gain confidence to drive independent of instruction.

**B. Lesson Length**

1. The basic Class 5 course requires 10 hours of in-vehicle instruction.
2. The In-Vehicle Training Guidelines are based on the Driver Training industry standard of five two-hour lessons. However, while two hour lessons are not mandatory, a Driver Training School's curriculum may be delivered in lessons of lesser or greater duration in order to meet the needs of the student. Lessons may need to be extended when rural students are taken to an urban centre for exposure to city driving.
3. The maximum lesson time allowed per day is four hours. It should be recognized that lessons of increased duration may cause student fatigue and a decreased ability to learn.

**C. Breaks**

1. 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. This break would be in addition to the lesson time.
2. A brief stretch break (maximum five minutes) may be provided once per hour. This break may be included as part of the lesson time.

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**D. Simulation**

1. Where access to a particular component (e.g. traffic circles) is not available, Driver Training Schools are expected to meet the objectives by simulation, use of diagrams, explanations and/or visual aids. When this option is selected, the Driver Training School's curriculum must be specific as to how the objective in question is to be achieved.

**E. Rates of Learning**

1. Not all students progress or learn at the same rate. Some students will have received informal training before beginning their lessons. While such students may be moved through the course curriculum at a faster rate, it is necessary that they receive the same basic training as a beginner. In these cases, the curriculum would continue to be followed, but less time would need to be spent on the basics. The additional time gained would then be used to provide additional training on more advanced skills.
2. Other students may require more time with the basic skills before moving on to a more complex skill. **Do not advance students beyond their capabilities.** Additional lessons or lesson time may be required to meet the basic objectives, and therefore the later objectives may not be achieved within the 10 hour framework. In such cases, additional training may be recommended to the student.

**F. Observation**

1. Alberta Transportation encourages student drivers to observe while another student is "behind the wheel". Observing other students can be a valuable learning opportunity.
2. The only passengers permitted to be in the vehicle during Driver Training are Driving Instructors, students and Driver Education and Examination Standards (DEES) staff. All other passengers will require prior approval from DEES to be permitted to be in the vehicle during training

**Exception:** *A corrections officer is permitted in a school vehicle during the lesson if the student is an inmate.*

3. A maximum of four persons may be in a Driver Training vehicle during a lesson.
4. Observation time does not count towards a student's required in-vehicle training hours.

**G. Measuring Success**

1. A passing grade for in-vehicle training requires the student to achieve a rating of 75%, as determined by the Instructor. This does not mean that the student is permitted to drive through 25% of red lights or commit other dangerous actions. It means that the Driving Instructor is satisfied that the student has achieved a level of overall proficiency equivalent to 75% of that expected of a licensed and experienced driver. If the student is not at a satisfactory level to allow him or her to drive safely without intervention, then a 75% rating has not been achieved and a course completion form may not be issued. Additional training hours may be required to reach the required level of achievement.

**SUBJECT: CLASS 5 IN-VEHICLE INSTRUCTION**

## **H. Collision Avoidance During a Lesson**

1. A Driving Instructor must always be alert to situations developing that could become hazardous, and must be prepared to intervene early enough to avoid a collision.
2. Students' progress must be constantly evaluated to ensure that they are not exposed to traffic conditions beyond their ability to cope. Heavy traffic generally results in a smaller "space cushion", which limits opportunities to take corrective action. Beginner students should start in lower volume traffic areas, such as residential areas.
3. When a potentially dangerous situation arises, the Instructor shall try to correct it by providing instructions that are timely, specific and easily understood (e.g., "stop", "slow down", "stay in this lane", etc.).
4. A Driving Instructor must always be prepared to assist with control of the vehicle.
5. In the event of a collision that meets the legal reporting threshold (damage totalling more than \$2,000), the collision must be reported to the police. If the collision damages public property, even if the damage totals less than \$2,000, it still must be reported to the police.
6. A Driving Instructor must complete a Driving Instructor Collision Report (DPLS3100, Appendix 4.6) and file a collision report with DEES by the next business day when a collision takes place during a lesson.

## **In-Vehicle Training Guidelines**

### **A. Training Order**

1. The training guidelines are presented in a sequence that is recommended for a progressive learning plan. In order to best serve a particular student's needs, however, a Driver Training School is permitted to rearrange this sequence. For example, a rural Driver Training School might find it advantageous to teach one way streets, traffic circles and freeway driving within the same lesson, when they bring students into a larger centre for exposure to city driving. In such cases, however, the Driver Training School must ensure that the basic skills required have been taught before more advanced skills building upon them.

### **B. In-Vehicle Lesson Plans (based on 2-hour lessons)**

1. Hours 1 and 2
  - a. Provide a brief (approximately 10 minutes) demonstration drive to illustrate to the student the following basic maneuvers and skills:
    - i. Visual search patterns;
    - ii. Start and stopping at the curb;
    - iii. Stopping locations;
    - iv. Left and right turns; and

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- v. Decision making
- b. Familiarize the student with:
  - i. Safe entry and exit from the vehicle
  - ii. Locking doors before putting vehicle in motion
  - iii. Seat, head restraint, and mirror adjustments
  - iv. Correct use of seat belts
  - v. Steering wheel adjustment
  - vi. Vehicle instruments and controls (knowledge and operation)
  - vii. Daytime use of headlights
- c. Introduce the student to braking, steering, acceleration and correct visual habits:
  - i. "Aim High" vision concept
    - o Visual scanning
    - o Use of focal points
    - o Use of mirrors
    - o 360 degree checks
  - ii. Starting and stopping the vehicle
    - o Smooth use of the gas pedal
    - o Clutch (if applicable)
    - o Speed control
    - o Controlled braking
  - iii. Proper steering methods
    - o Steering wheel adjustment
    - o Hand positions
    - o Hand over hand steering
  - iv. Leaving and approaching the curb
    - o Lateral actions
    - o Lane changes
    - o Shoulder checks
    - o Blind spot demonstration
  - v. Driving forward at varying speeds
  - vi. Low volume and uncontrolled intersections



**SUBJECT: CLASS 5 IN-VEHICLE INSTRUCTION**

- vii. Left and right turns
  - d. Provide feedback and complete Driving In-Vehicle Evaluation Report (D.R.I.V.E.R.) Report card or an approved alternate.
2. Hours 3 and 4
- a. Re-familiarize the student with subjects introduced in Lesson 1, with special emphasis on visual habits and steering.
  - b. Introduce the student to:
    - i. Controlled intersections
    - ii. Multi-lane roadways (low to medium traffic)
    - iii. Proper following distance
    - iv. Maintaining a space cushion around the vehicle
    - v. Avoiding driving in the other vehicle's blind spot
    - vi. Shoulder checking and lane changing
    - vii. Left and right turns at controlled and multi-lane intersections
  - c. Provide feedback and complete D.R.I.V.E.R. Report card or an approved alternate.
3. Hours 5 and 6
- a. Review previous lessons, stressing correct visual habits, decision making and execution.
  - b. Familiarize the student with those subjects introduced in hours 3 & 4, with emphasis on lane changing and following distance.
  - c. Introduce the student to:
    - i. Stopping and starting on hills
    - ii. Driving in reverse
    - iii. Two and three point turns (where lawful)
    - iv. Passing and being passed (where lawful)
    - v. One way streets and traffic circles (if not available simulate)

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- vi. Basic commentary driving and hazard detection
- d. Provide feedback and complete D.R.I.V.E.R. Report card or an approved alternate.
- 4. Hours 7 and 8
  - a. Familiarize the student with those subjects introduced in previous lessons with emphasis on passing and correct lane use on one way streets.
  - b. Introduce the student to:
    - i. Parallel and angle parking
    - ii. Hill parking
    - iii. Freeway and highway (merging) entrance and exit
    - iv. Highway and freeway driving speeds and control on curves
    - v. Driving at dusk or after dark including proper use of high and low beam headlights
    - vi. Driving on various surfaces (ice, gravel, snow, rain)
    - vii. Identifying potential hazards (360 degrees awareness)
    - viii. Hazard reduction or elimination
  - c. Provide feedback and complete D.R.I.V.E.R. Report card or an approved alternate.
- 5. Hours 9 and 10
  - a. Familiarize the student with those subjects introduced in previous lessons with emphasis on merging, cornering and hazard detection.
  - b. Introduce the student to:
    - i. Safe procedures at railway crossings
    - ii. Defensive (proactive) driving techniques
    - iii. Planned driving and decision-making
    - iv. Driving independent of instruction

**SUBJECT: CLASS 5 IN-VEHICLE INSTRUCTION**

**C. In-Vehicle Review**

1. Review current and previous lessons.
2. Identify weak areas and provide means to improve to achieve competence. Prepare the student for independent driving.
3. Provide an overall assessment of the student's progress, identifying areas of success and areas requiring more attention. Provide recommendations for further practice.
4. Provide feedback and complete D.R.I.V.E.R. Report card or an approved alternate.
5. Assign a final grade for the in-vehicle portion.

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**SUBJECT: CLASS 5 FORMS**

**STANDARD:** Specific forms related to Alberta Class 5 Driver Training are detailed below. Section 2.00.03 related to record keeping procedures also apply to these forms.

**A. Driving In-Vehicle Evaluation Report (D.R.I.V.E.R.) (DPLS0068, Appendix 2.4)**

1. When classroom and in-vehicle instruction is provided by the same Driver Training School, it is recommended that classroom education be provided prior to or concurrent with the in-vehicle skill development. Refer to the Guide to Complete D.R.I.V.E.R. (see Appendix 7).
2. When classroom and in-vehicle training instruction is provided by more than one Driver Training School, the classroom portion must be successfully completed before a student is eligible to participate in the in-vehicle training.
3. When classroom and in-vehicle instruction is provided by the same Driver Training School, the Driver Training School must record the dates and times of the classroom and in-vehicle sessions. Classroom and in-vehicle final grades received by the student must also be recorded on D.R.I.V.E.R.
  - a. A copy of D.R.I.V.E.R. must be provided to the student when the form is completed.
  - b. D.R.I.V.E.R. forms must be kept for a minimum of two (2) years.
4. When classroom and in-vehicle instruction is provided by more than one Driver Training School:
  - a. The Driver Training School providing in-vehicle instruction completes D.R.I.V.E.R., but must not complete the section of D.R.I.V.E.R. for classroom training.
  - b. The Driver Training School providing classroom training completes the Class 5 Driver Education Student Classroom Record form (DPLS0025, Appendix 2.1). The Driver Training School must retain a copy of this form for records and provide the original to the school responsible for providing in-vehicle instruction.
  - c. The Driver Training School issuing the Notice of Driver Education Course Completion Form (Appendix 4.2) must ensure that the Student Classroom Record form is attached to the D.R.I.V.E.R.
5. The student copy of the D.R.I.V.E.R. must be provided to the student when the form is completed.
6. Driver Training Schools must order D.R.I.V.E.R. forms from the Data Group Distribution Centre (refer to section 5.01.01).
  - a. The order must be on Driver Training School letterhead and emailed to [sa.distribution@gov.ab.ca](mailto:sa.distribution@gov.ab.ca)
7. The only alternatives to D.R.I.V.E.R. are those approved by Driver Education and Examination Standards (DEES) prior to March 4, 2013.

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**B. Class 5 Driver Education Student Classroom Record (DPLS0025, Appendix 2.1)**

1. The Driver Training School providing classroom instruction must complete this form when in-vehicle instruction for students is provided by another Driver Training School. When the classroom instruction is successfully completed, the form must be signed and dated by the student and the Classroom Instructor who marked the test.
2. A copy of this form must be forwarded to the Driver Training School responsible for in-vehicle training.
3. Upon completion of the classroom and in-vehicle training, a copy of this form must be attached to the student's D.R.I.V.E.R. Report to indicate successful completion of the classroom training to receive the Notice of Driver Education Course Completion Form (Appendix 4.2).
4. The Class 5 Driver Education Student Classroom Record (DPLS0025, Appendix 2.1) is provided to schools in an electronic format via the Alberta Transportation website <https://www.transportation.alberta.ca/5119.htm> and may be copied or printed as required.

**C. Classroom Curriculum Outline and Approval Checklist (DPLS0026, Appendix 5)**

1. A copy of the Curriculum Checklist (DPLS0026, Appendix 2.3) must be completed if a School owner applies to use an alternate curriculum to the Alberta Class 5 Curriculum.
2. The correct page or slide numbers in the curriculum proposal must be included on the Checklist for Instructor's guide, student's guide and electronic presentation columns.
3. This form must be submitted to DEES along with the alternate curriculum.
4. The Curriculum Checklist is provided to schools in an electronic format via the Alberta Transportation website and may be copied or printed as required.

**D. Licensed Driving Instructor Record of Instruction (DPLS0027, Appendix 2.2)**

1. The Record of Instruction form serves as a record of instruction hours for classroom and/or in-vehicle by an Instructor when applying to DEES to renew their Driving Instructor's licence. A copy of the Licensed Driving Instructor Record of Instruction form must accompany the Driving Instructor Licence Renewal Application (DPLS0009, Appendix 1.9).
2. Instructors must record the instruction hours under the 'Hours of Classroom Instruction with Students' and/or 'Hours of In-Vehicle Instruction with Students', whichever is applicable.
3. Senior Driving Instructors renewing their Instructor's licence may include Instructor training hours as well as student training hours to meet the Instructor renewal requirements identified in Section 3.00.02. Instructor training hours are to be entered under the headings 'Hours of Instructor Classroom Training and Monitoring – For Senior Instructor Only' and/or 'Hours of Instructor In-Vehicle Training and Monitoring – For Senior Instructor Only', whichever is applicable.

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4. The Instructor must submit a separate Licensed Driving Instructor Record of Instruction form for each School where he/she was employed within the preceding 24-month licensing period
5. The form must be signed by the Driving Instructor and the Senior Driving Instructor from the Driver Training School where the instruction hours were completed.
6. The Licensed Driving Instructor Record of Instruction form is provided to Driver Training Schools in an electronic format via the Alberta Transportation website and may be copied or printed as required.

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**SUBJECT: MANDATORY ENTRY LEVEL TRAINING (MELT)**

**STANDARD:** Mandatory Entry Level Training (MELT) was implemented on March 1, 2019 by the Government of Alberta to improve safety for everyone on the road by ensuring Class 1 and Class 2 drivers receive adequate training before they are tested for a Class 1 or Class 2 driver's licence. Mandatory training for new commercial drivers will result in safer, more highly skilled drivers working in the truck and bus industries. As a result, all Class 1, Class 2 and Class 2-S curriculums are standardized under the MELT Program.

**A. Curriculums**

1. Alberta Transportation is responsible for maintaining Class 1 MELT, Class 2 MELT and Class 2-S MELT curriculums. When changes are made to either Class 1 MELT, Class 2 MELT or Class 2-S MELT curriculums by Alberta Transportation, Driver Training Schools providing the MELT Program are given the new material electronically. Driver Training School owners must update their copies of the Driving Instructor's guide immediately when they receive updates. The newest version of the electronic presentation must be implemented in a timely manner.
2. Driver Training Schools providing MELT curriculums are required to use the curriculums provided by Alberta Transportation to deliver Driver Training.

**B. MELT Program Prerequisites**

1. In order to enroll in a MELT course, participants must:
  - a. Be at least 18 years of age; and
  - b. Hold an Alberta non-probationary driver's licence.

**C. Course Components**

1. Class 1 MELT:
  - a. Classroom – A minimum of 40.5 hours of classroom instruction is required for Class 1. The curriculum implemented must be the approved MELT curriculum, or an expanded curriculum approved by Alberta Transportation.
  - b. In-Yard – A minimum of 15.5 hours of in-vehicle training is required for students enrolled in a Class 1 MELT course.
  - c. In-Cab- A minimum of 57 hours of in-cab training is required for students enrolled in a Class 1 MELT course.
2. Class 2 MELT:
  - a. Classroom – A minimum of 18 hours of classroom instruction is required for Class 2. The curriculum implemented must be the approved MELT curriculum, or an expanded curriculum approved by Alberta Transportation.
  - b. In-Yard – A minimum of 10.6 hours of in-vehicle training is required for students enrolled in a Class 2 MELT course.

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- c. In-Vehicle – A minimum of 21.25 hours of in-vehicle training is required for students enrolled in a Class 2 MELT course.
3. Class 2-S MELT:
- a. Classroom – A minimum of 18.5 hours of classroom instruction is required for Class 2-S. The curriculum implemented must be the approved MELT curriculum, or an expanded curriculum approved by Alberta Transportation.
  - b. In-Yard – A minimum of 11 hours of in-vehicle training is required for students enrolled in a Class 2-S MELT course.
  - c. In-Vehicle- A minimum of 24 hours of in-vehicle training is required for students enrolled in a Class 2-S MELT course.

**D. Course Completion Requirements**

1. To qualify for a Notice of Driver Education Course Completion form (DPLS0047), a student must:
- a. Complete the full classroom, in-yard, and in-vehicle components as outlined in Section G within twelve months of the registered course start date.
  - b. Achieve a minimum score of 80% on each of the classroom module assessments. If a student scores less than 80% on the classroom assessment, it must be repeated. The second assessment must be a different version from the previous assessment.
  - c. Students have two attempts at the classroom module assessments. Only one exam attempt is permitted per student per day. Students who fail to pass the assessment after the second attempt are required to take the module again to fulfill the course completion requirements.
  - d. A passing grade for in-yard and in-vehicle training requires the student to achieve a minimum grade of B. If unsuccessful on the in-yard or in-vehicle assessments, the student may have one additional attempt to pass the in-yard or in-vehicle assessment, on a later date. If the student is unsuccessful on the retest, the student must complete the in-yard or in-vehicle training prior to attempting any further testing.

**E. Learning Environment**

- 1. The classroom environment. Learning in this environment is supported by instructional aid to facilitate large training sessions. This component of training must be conducted in a classroom approved by Alberta Transportation. All activities must be delivered by a licensed Driving Instructor.
- 2. In-yard refers to activities that occur around the vehicle when the vehicle is not in motion such as vehicle inspection. This is conducted outside the classroom. It is conducted in an approved area where the vehicle is parked. This component of training does not involve actual operation of the vehicle or any of the components. All activities must be delivered by a licensed Driving Instructor.



**SUBJECT: MANDATORY ENTRY LEVEL TRAINING (MELT)**

In-cab or in-vehicle refers to the activities that occur when the trainee is behind-the-wheel either off-road or on-road. This includes driving in various conditions, backing, coupling and uncoupling. All activities must be delivered by a licensed Driving Instructor.

**F. Course Structure**

1. Driving Instructors are required to address all competencies as outlined in the curriculum. It is important to continually reinforce driving theory, skills practice and promotion of positive attitudes in all learning environments using a variety of instructional strategies and methods.
2. All topics should be presented in a logical sequence allowing for the development of knowledge and skills throughout the different stages of learning to ensure all prerequisites are met.
3. Trainees must complete an assessment at the end of training delivered in each learning environment.
4. Daily instruction should not exceed eight 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.

**G. Course Hours**

1. The total instructional hours represent 1:1 direct instruction between the student and Driving Instructor. Time spent by one student observing another student is not calculated.
2. The following minimum required instructional hours must be adhered to:

a. Class 1 MELT:

	Classroom (hours)	In-Yard (Around the Vehicle) (hours)	In-Cab (Behind-the- Wheel) (hours)	Total Training Duration (hours)
Class 1 MELT	40.51	15.50	57.00	113.01
Air brake	6.50	2.00 (including practical training and testing for a group of 3 students)		Approximately 8.5*
Total	47.01	17.50	57.00	121.51

**SUBJECT: MANDATORY ENTRY LEVEL TRAINING (MELT)**

b. Class 2 MELT:

	Classroom (hours)	In-Yard (Around the Vehicle) (hours)	In-vehicle (Behind-the-Wheel) (hours)	Total Training Duration (hours)
Class 2 MELT	18.00	Approximately 10.60	21.25	Approximately 50
Air brake	6.50	2.00 hours (including practical training and testing for a group of 3 trainees)		8.50
Total	24.50	12.60	21.25	58.50

c. Class 2-S MELT:

	Classroom (hours)	In-Yard (Around the Vehicle) (hours)	In-vehicle (Behind-the-Wheel) (hours)	Total Training Duration (hours)
Class 2-S MELT	18.50	11.00	24.00	53.70
Air brake	6.50	2.00 (including practical training and testing for a group of 3 trainees)		8.50
Total	25.00	13.00	24.00	62.20

**H. Program Fees to Client**

1. The maximum fee that Driver Training Schools providing MELT program curriculums are permitted to charge students has been capped by the Government of Alberta.
  - a. The Class 1 MELT Program fee is capped at \$10,000.
  - b. The Class 2 and Class 2-S MELT Program fees are capped at \$5,000.
2. The program fee includes all course materials and use of a vehicle (for in-yard and on-road driver training). Driver Training Schools must provide the following:
  - a. Training vehicle as detailed in Section I
  - b. Participant workbook
  - c. Handout materials
  - d. Reference materials
  - e. Power Point (or equivalent) presentation materials.

**Note:** The fees for the knowledge test, practical road test, commercial vehicle rental and any other costs associated with the practical road test are the responsibility of the client.

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**SUBJECT: MANDATORY ENTRY LEVEL TRAINING (MELT)**

**I. Trainee to Driving Instructor Ratio**

1. Classroom: a maximum of 15 students will be permitted. The time allotment is calculated at 1:1.
2. In-yard: a maximum of four students will be permitted. Example: If one hour of in-yard time is required for 1:1 instruction, and provided the Driving Instructor is giving direction instruction to a student while the other three observe, it is considered 1:1 for all four. However, with four students who are working alone or together, without the Driving Instructor present, the in-yard time is not credited to the overall time.
3. Class 1 MELT In-cab: a maximum of two students will be permitted. The behind-the-wheel (BTW) time allotment is calculated by the number of students. Example: If one hour of BTW time is required, with two students in the cab, the time increases to two hours. A student may observe another student who is behind-the-wheel, however, observation time is not calculated toward completion of the mandatory training hours.
4. Class 2/Class 2-S MELT In-vehicle: a maximum of three trainees will be permitted. The behind-the-wheel (BTW) time allotment is calculated by the number of trainees. Example: If one hour of BTW time is required, with three trainees in the vehicle, the time increases to three hours; one hour of BTW and two hours of observation. Observation time is not calculated toward completion of the mandatory training hours.

**J. Training Vehicle Configuration**

1. Class 1 MELT training must be completed using a tractor trailer with the following configuration:
  - a. Fully-equipped manual-shift tractor-trailer (minimum of 13 speed);
  - b. Tractor-trailer combination with a gross vehicle weight of at least 11,794 kg;
  - c. Full-air brake system on both tractor and trailer;
  - d. Minimum tandem axle tractor and a tandem axle trailer;
  - e. Fifth wheel coupling device;
  - f. Single trailer with a minimum length of 48 feet and a minimum distance of 35 feet measured from the kingpin to the centre of each rear axle; and
  - g. The vehicle be mechanically sound and must meet all applicable requirements outlined in the *Vehicle Equipment Regulation* (AR 122/2009) and the *Commercial Vehicle Safety Regulation* (AR 121/2009).
2. Class 2 MELT training must be completed using a bus:
  - a. With a seating capacity exceeding 24 passengers.
  - b. The vehicle must be mechanically sound and must meet the requirements of the *Vehicle Equipment Regulation* and the *Commercial Vehicle Safety Regulation*.

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3. Class 2-S MELT training must be completed using a school bus:
  - a. With a seating capacity exceeding 24 passengers.
  - b. The vehicle must be mechanically sound and must meet the requirements of the *Vehicle Equipment Regulation* and the *Commercial Vehicle Safety Regulation*.

**K. MELT Curriculum Outline Criteria**

1. The outline below provides an overview of the MELT curriculums for both Class 1, Class 2 and Class 2-S.
2. Driver Training Schools may provide additional content within the stipulated time framework or extend the program beyond the hours for Class 1 MELT, Class 2 MELT and Class 2-S MELT specified in Section C.
3. The Class 1 MELT curriculum outline is separated into 10 modules with numerous topics and/or subtopics within each module. The Class 2 MELT and Class 2-S MELT curriculum outlines are separated into nine modules with numerous topics and/or sub topics within each module. The hours indicated within the curriculum are for in-class only.
4. The estimated duration for each module is indicated in brackets.

**SUBJECT: MANDATORY ENTRY LEVEL TRAINING**

**Classroom Curriculum Outline (Class 1 MELT)**

**A. Module 1: Employment in the Trucking Industry (1 hour, 25 minutes)**

1. Overview and History of Canadian Trucking Industry
2. Roles and Responsibilities of a Commercial Driver
3. Licensing
4. Medical Conditions
5. Traffic Laws
6. National Safety Code
7. Transporting Dangerous Goods

**B. Module 2: Vehicle Components and Systems (3 hours, 30 minutes)**

1. Vehicle Components (for full list, please see Class 1 MELT curriculum).

**C. Module 3: Basic Driving Techniques (9 hours, 45 minutes).**

1. Proper Start Up and Warm Up Procedures
2. Entering and Exiting the Cab
3. Starting the Engine
4. Documentation
5. Seat Adjustment
6. Mirror Adjustment
7. Leaving the Driver's Seat
8. Vehicle Size and Clearance
9. Railroad Crossings

10. Traffic Lights

11. Shifting Gears, Accelerating and Decelerating

12. Tractor-trailer Manoeuvres

13. Mountain Driving and Grades

**D. Module 4: Professional Driving Habits (7 hours)**

1. Defensive Driving
  2. Steps for Avoiding Hazards
  3. Six Conditions Affecting Driving
  4. Effects of Drugs and Alcohol
  5. Fatigue
  6. Road Rage
  7. Distracted Driving
  8. Managing Emotions and Distractions
  9. Developing Good Visual Habits
  10. Collision Avoidance
  11. Speed Management
  12. Stopping Distance
  13. Fuelling and Fuel Efficiency
- E. Module 5: Off Road Tasks and Manoeuvres (3 hours, 20 minutes)**
1. Reversing/Backing
  2. Coupling and Uncoupling

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**F. Module 6: Documents, Paperwork and Regulatory Requirements (3 hours, 30 minutes)**

1. Documentation Requirements
2. International Registration Plan
3. International Fuel Tax Agreement
4. Daily Trip Inspection Report
5. Daily Log
6. Bill of Lading
7. Waybills
8. Dangerous Goods Shipping Documents
9. Collision Reporting
10. Vehicle Weight and Dimensions
11. Trip Planning
12. Emergency Equipment

**G. Module 7: Vehicle Inspection Activities (2 hours, 30 minutes)**

1. Compliance with Vehicle Inspections
2. *Commercial Vehicle Safety Regulation (AR 121/2009)*
3. Vehicle Defects
4. Driver Inspection Requirement
5. Trip Inspection Schedule
6. Trip Inspections
7. En route Check Stop Inspections
8. Post-Trip Inspection

**H. Module 8: Hours of Service Compliance (3 hours, 30 minutes)**

1. Legislation
  - a. Provincial Legislation
  - b. Federal Legislation

**I. Module 9: Cargo Securement and Loss Prevention (4 hours, 30 minutes)**

1. North American Cargo Securement Standard
2. Securement System
3. Cargo Placement and Restraint

**J. Module 10: Handling Emergences (1 hour, 30 minutes)**

2. Breakdowns
3. Animals
4. Collisions
5. Emergency Equipment
  - a. Fire and Fire Extinguishers
6. Potentially Hazardous Traffic Situations

**SUBJECT: MANDATORY ENTRY LEVEL TRAINING**

**Classroom Curriculum Outline (Class 2 MELT)**

**A. Module 1: Employment in the Busing Industry (1 hour, 15 minutes)**

1. Employment in the Busing Industry
2. Roles and Responsibilities of a Commercial Driver
3. Licensing
4. Medical Conditions
5. Traffic Laws
6. National Safety Code
7. *Criminal Code of Canada*
8. Consequences of Traffic Convictions

**B. Module 2: Vehicle Components and Inspection Activities (2 hours, 30 minutes)**

1. Primary Vehicle Controls
2. Secondary Vehicle Controls
3. Lubricating System
4. Cooling System
5. Suspension System
6. Hydraulic Brake System
7. Air Brakes
8. Auxiliary Equipment
9. Electrical System
10. Vehicle Body and Frame
11. Tires and Wheels

12. Gauges
13. Switches
14. Vehicle Inspection Activities
15. Vehicle Defects
16. Driver Inspection Requirement
17. Trip Inspections
18. En Route Check Stop Inspections
19. Post-Trip Inspection
20. Baggage Securement Requirements
21. Reporting to a Vehicle Inspection Station

**C. Module 3: Basic Driving Techniques (2 hours 30 minutes)**

1. Proper Start Up and Warm Up Procedures
2. Starting the Vehicle
3. Documentation
4. Seat Adjustment
5. Proper Seat Belt Use
6. Mirror Adjustment
7. Leaving the Driver's Seat
8. Fuel Efficient Driving
9. Vehicle Size and Clearance
10. On the Road
11. Railroad Crossings
12. Bus Manoeuvres

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13. Lane Positioning

14. Steering and Turning

15. Stopping Your Vehicle

16. Curves

17. Lane Changes

18. Negotiating Intersections

19. Crossing Intersections

20. Entering Traffic/Merging

21. Weave Zones

**D. Module 4: Professional Driving Habits  
(3 hours, 30 minutes)**

1. Defensive Driving

2. Steps for Avoiding Hazards

3. Six Conditions Affecting Driving

4. Driving on Grades

5. Driving on Mountain Terrain

6. Managing Emotions and Distractions

7. Developing Good Visual Habits

8. Collision Avoidance

9. Animals

10. Space Management

11. Speed Management

12. Road Rage

13. Fuelling

**E. Module 5: Off Road Tasks and Maneuvers  
(1 hour, 15 minutes)**

1. Reversing/Backing

**F. Module 6: Documents, Paperwork and  
Regulatory Requirements  
(1 hours, 15 minutes)**

1. Documentation Requirements

2. International Registration Plan

3. International Fuel Tax Agreement

4. Permits

5. Daily Trip Inspection Report

6. Daily Log

7. Route/Passenger Information

8. Collision Reporting

9. Trip Planning

a. Tools for Trip Planning

b. Dispatching System

c. Global Positioning System

10. Emergency Equipment

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**SUBJECT: MANDATORY ENTRY LEVEL TRAINING**

**G. Module 7: Hours of Service Compliance**  
**(2 hours, 25 minutes)**

1. Legislation
2. Provincial Legislation
3. Federal Legislation

**H. Module 8: Passenger Management, Loading, Unloading and Transporting Passengers**  
**(1 hours, 55 minutes)**

1. Passenger Management
2. Driver Objectives
3. Understanding the Three R's
4. Professionalism
5. Driver Conduct
6. Dealing with Difficult People
7. Loading and Unloading Passengers
8. Loading and Unloading Passengers with Disabilities or Mobility Devices

**I. Module 9: Handling Emergencies**  
**(1 hour, 25 minutes)**

1. Emergency Driving Techniques
2. Breakdowns
3. Collisions
4. Emergency Equipment
5. Emergency Evasive Action

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**Classroom Curriculum Outline (Class 2-S MELT)**

**A. Module 1: Employment in the Busing Industry (1 hour, 15 minutes)**

1. Employment in the Busing Industry
2. Roles and Responsibilities of a Commercial Driver
3. Licensing
4. Medical Conditions
5. Traffic Laws
6. National Safety Code
7. *Criminal Code of Canada*
8. Consequences of Traffic Convictions

**B. Module 2: Vehicle Components and Inspection Activities (2 hours, 30 minutes)**

1. Primary Vehicle Controls
2. Secondary Vehicle Controls
3. Lubricating System
4. Cooling System
5. Suspension System
6. Hydraulic Brake System
7. Air Brakes
8. Auxiliary Equipment
9. Electrical System
10. Vehicle Body and Frame
11. Tires and Wheels

12. Gauges
13. Switches
14. Vehicle Inspection Activities
15. Vehicle Defects
16. Driver Inspection Requirement
17. Trip Inspections
18. En Route Check Stop Inspections
19. Post-Trip Inspection
20. Baggage Securement Requirements
21. Reporting to a Vehicle Inspection Station

**C. Module 3: Basic Driving Techniques (2 hour, 15 minutes)**

1. Proper Start Up and Warm Up Procedures
2. Starting the Vehicle
3. Documentation
4. Seat Adjustment
5. Proper Seat Belt Use
6. Mirror Adjustment
7. Leaving the Driver's Seat
8. Fuel Efficient Driving
9. Vehicle Size and Clearance
10. On the Road
11. Railroad Crossings
12. Bus Manoeuvres

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13. Lane Positioning

14. Steering and Turning

15. Stopping Your Vehicle

16. Curves

17. Lane Changes

18. Negotiating Intersections

19. Crossing Intersections

20. Entering Traffic/Merging

21. Weave Zones

**D. Module 4: Professional Driving Habits  
(3 hours, 25 minutes)**

1. Defensive Driving

2. Steps for Avoiding Hazards

3. Six Conditions Affecting Driving

4. Driving on Grades

5. Driving on Mountain Terrain

6. Managing Emotions and Distractions

7. Developing Good Visual Habits

8. Collision Avoidance

9. Animals

10. Space Management

11. Speed Management

12. Road Rage

13. Fuelling

**E. Module 5: Off Road Tasks and Maneuvers  
(1 hour, 15 minutes)**

2. Reversing/Backing

**F. Module 6: Documents, Paperwork and  
Regulatory Requirements  
(1 hour, 15 minutes)**

1. Documentation Requirements

2. International Registration Plan

3. International Fuel Tax Agreement

4. Permits

5. Daily Trip Inspection Report

6. Daily Log

7. Route/Passenger Information

8. Collision Reporting

9. Trip Planning

a. Tools for Trip Planning

b. Dispatching System

c. Global Positioning System

10. Emergency Equipment

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**G. Module 7: Hours of Service Compliance**  
**(2 hours, 25 minutes)**

1. Legislation
2. Provincial Legislation
3. Federal Legislation

**H. Module 8: Passenger Management, Loading, Unloading and Transporting Passengers**  
**(3 hours, 25 minutes)**

1. Passenger Management
2. Driver Objectives
3. Understanding the Three R's
4. Professionalism
5. Driver Conduct

6. Dealing with Difficult People
7. School Bus Passenger Management
8. Loading and Unloading Passengers
9. School Basic Procedures
10. Loading and Unloading Passengers with Disabilities or Mobility Devices

**I. Module 9: Handling Emergencies**  
**(1 hour, 45 minutes)**

1. Emergency Driving Techniques
2. Breakdowns
3. Collisions
4. Emergency Equipment

**SUBJECT: MANDATORY ENTRY LEVEL TRAINING (MELT) PROGRAM FORMS**

**STANDARD:** Mandatory Entry Level Training (MELT) forms must be completed and maintained in an orderly and secure manner to support and document each student's training program and to facilitate program audits.

**A. Course Participant List**

1. A copy of the participant list (refer to Appendix 10) must be completed by filling out the name of the Driver Training School, driving instructor's licence number, participant names, participant driver's licence number, course start and end dates and Instructor signature.
2. All students enrolled in the course must initial the participant course immediately prior to the beginning of the course.
3. The Driving Instructor must complete the date the student passed the knowledge test and practical sessions (if applicable) for each of the course modules.
4. The Driving Instructor must complete the MELT Assessment Forms: Overview of Assessment, Classroom Evaluation, In-Yard Evaluation, and In-Vehicle Evaluation (refer to Appendix 10).
  - a. When the MELT program is provided by more than one Driver Training School, the Driver Training School from which the student first received training must provide the student and the school to which the student transfers to with the student's MELT Assessment Forms: Overview of Assessment, Classroom Evaluation Form, In-Yard Evaluation Form, and In-Vehicle Evaluation Form completed in its entirety for which ever components of the MELT program the student has participated in. The Driver Training School must retain a copy in their files for audit purposes.

**B. Classroom Evaluation Form**

1. A copy of the Classroom Evaluation Form must be completed for every student.
2. This evaluation must be conducted 15 to 1 ratio. Each student must be evaluated individually.
3. The Driving Instructor must use this form to record progress and dedicated hours.

**C. In-Yard Evaluation Forms**

1. A copy of the In-Yard Evaluation Forms must be completed for every student.
2. This evaluation must be conducted 4 to 1 ratio. Each student must be evaluated individually.
3. The Driving Instructor must use this form to record progress and dedicated hours.

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**D. In-Vehicle Evaluation Forms**

1. A copy of the In-Yard Evaluation Forms must be completed for every student.
2. This evaluation must be conducted two to one ratio for Class 1, and three to one ratio for Class 2 and Class 2-S. Each student must be evaluated individually.
3. The Driving Instructor must use this form to record progress and dedicated hours.

**E. Notice of Driver Education Course Completion Form (DPLS0047)**

1. Upon successful completion of the Class 1, Class 2, or Class 2-S MELT curriculum the student must be issued a Notice of Driver Education Course Completion form.
2. Each Notice of Driver Education Course Completion form must be fully completed before it is issued to a student. The Notice of Driver Education Course Completion Certificate must be completed using permanent ink. When issuing a form to a student, the Driver Training School must:
  - a. Enter the name of the Driver Training School and the Driver Training School code number (not the school licence number);
  - b. Check the box for the type of training delivered e.g. "Class 1 Mandatory Entry-Level Training (MELT)";
  - c. Verify the student's hours of training (classroom and in-vehicle);
  - d. Enter the date of issue;
  - e. Enter the date when the final lesson was completed;
  - f. Enter the student's name, exactly as it appears on the government-issued identification
  - g. Enter the student's driver's licence number;
  - h. Enter the student's date of birth in the year/month/day format;
  - i. Enter the name(s) and driver instructor number(s) of the instructor(s) who provided training to the student.
  - j. Ensure that the form is signed by an authorized representative of the Driver Training School. The Driver Training School management will be held accountable for any discrepancies; and

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- k. Enter the student's name and completion date on the control sheet.
3. The Driver Training School must send a clear and legible copy of the Notice of Driver Education Course Completion form to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) for the student to be eligible to write the Class 1 MELT, Class 2 MELT, or Class 2-S MELT Knowledge Test.
  - a. The email subject line must contain: Course Completion Form (CCF), CCF number and name of Driver Training School. Emails without required information will not be processed.
  - b. The email must contain the Class 1 MELT, Class 2 MELT or Class 2-S MELT course start date.
  - c. Class 2-S MELT students must present the Notice of Driver Education CCF at a Registry Agent Office to have the S Endorsement placed on their driver's licence.
4. A Notice of Driver Education CCF will not be accepted by Driver Education and Examination Standards (DEES) or a Registry Agent Office unless it has been fully completed.
  - a. The driver training school will be notified by email once the CCF is processed.
5. The Driver training school must inform students that they may not write the MELT knowledge test before DEES has notified the driver training school that the CCF has been processed.

**F. Control List (DPLS0028)**

1. The Control List tracks the issuance of Notice of Driver Education CCF.
2. Each time a Notice of Driver Education CCF is issued to a student, it must be recorded on the Control List. The student's name and date of issue must be recorded.

A Control List is issued along with every order of Notice of Driver Education CCF by DEES. The 50 numbers on the form correspond to the last two digits of the Notice of Driver Education CCF. For example, if the student is issued form number 1234567, the Driver Training School's representative must select the Control List issued with that batch of forms and enter the student's information in the line number 67.

**G. Duplicate Notice of Driver Education Course Completion Forms**

1. A duplicate Notice of Driver Education CCF may be issued to a student who has lost the original.
2. A notation must be included on file with the Driver Training School copy of the duplicate, linking it to the original form and student record.

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3. To replace a lost Notice of Driver Education CCF, the student must notify the Driver Training School and request for the duplicate. The Driving School must contact DEES for instructions regarding the issuance of the duplicate.

**H. Filing**

1. The Driver Training School's copy of the Notice of Driver Education CCF may be attached to the student record or to the Control Sheet, at the Driver Training School's discretion.
2. All Control Sheets issued to the Driver Training School, along with Driver Education Course CCF, must be maintained up to date.

**I. Ordering Forms**

1. DEES will supply Notice of Driver Education CCF and Control Lists. The Notice of Driver Education CCF is numbered, controlled inventory and is issued in limited quantities to balance program delivery needs with security needs.
2. Other related forms are provided to Driver Training Schools in an electronic format and may be copied as required.



**SUBJECT: DEFENSIVE DRIVING COURSES AND PROFESSIONAL DRIVER IMPROVEMENT COURSES**

**STANDARD:** Driver Training Schools that want to teach a Defensive Driving Course (DDC) or Professional Driver Improvement Course (PDIC) must receive approval from Alberta Transportation to train students in either course. DDC and PDIC do not have standard curriculum, however Driver Training Schools must still provide the required information to obtain approval to teach a DDC or PDIC.

**A. DDC and PDIC Submission Requirements**

1. To apply to provide a DDC or PDIC course to the public recognized for demerit credit, a School must submit their organizations:
  - a. Name
  - b. Address(es)
  - c. E-mail address
  - d. Telephone number(s)
  - e. Contact person(s)

**Note:** A Driver Training School licence will be required to provide the course to the public.

2. The school must also provide a list of the course aids that will be used in the presentation of the course (a student manual must be provided as a hard copy or online) and course development reference material must include Alberta's Driver's Guide to Operation, Safety and Licensing for both DDC and PDIC and A Commercial Driver's Guide to Operation, Safety and Licencing for PDIC.
3. The titles of all video material used in the curriculum must also be provided, as well as total running times.
4. The course must also provide access to:
  - a. *The Traffic Safety Act*
  - b. *Use of Highway and Rules of the Road Regulation*
  - c. *Operator Licensing and Vehicle Control Regulation*
  - d. *Vehicle Equipment Regulation* (PDIC only)
  - e. Alberta Traffic Collision Statistics (compiled statistics current from Alberta's Traffic Collision Statistics within the previous 3 years)
  - f. Approved course curriculum

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5. Driver Training Schools wanting to provide classroom DDC or PDIC must provide the Instructor guide and student workbook or manual to Driver Education and Examination Standards (DEES).
6. Course presentations must be submitted and be in an electric format on a DVD/CD or USB.
7. For the final examination, online Driver Training Schools must provide a bank of 80 questions, with no duplicate questions, to randomly choose 40 questions for each student. In-class Schools must provide two exams with 40 questions on each exams, and there must not be any duplicate questions between the exams. Examinations must consist of:
  - a. At least 30 multiple choice questions with a selection of 4 possible answers.
  - b. At least 15 (DDC only) or 5 (PDIC only) questions referencing information from the Driver's Guide to Operation, Safety and Licensing
  - c. Balance of the remaining questions must be based on the course (DDC only).
  - d. 10 questions from the Commercial Driver's Guide to Operation, Safety and Licensing (PDIC only).
  - e. 10 questions specific to your target audience (i.e., taxi drivers) (PDIC only).
  - f. 15 questions or balance of questions based on the course content (PDIC only).
8. Submit the course curriculum (see below).

**B. Agency Responsibility**

1. The authorized agency presenting the DDC or PDIC must complete a Record of Registration for each participant completing the course. This record of registration must include for each agency:
  - a. Agency name;
  - b. Course date(s);
  - c. Course times; and
  - d. Instructor name (classroom only)
2. The record of participation for each participant must include:
  - a. Name;
  - b. Driver's licence number
  - c. Address

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- d. Contact number(s)
  - e. Course final exam score (for Course Completion Form); and
  - f. Notice of Driver Education Course Completion Form number.
3. The authorized agency presenting the DDC or PDIC must complete a Student Contract for each participant. The Student Contract must include:
- a. Driver training company name;
  - b. Driver training company address;
  - c. All fees participants pay;
  - d. Description of services participant receives for fees;
  - e. Participant name;
  - f. Participant signature; and
  - g. Freedom of Information and Protection of Privacy Statement
4. The following student records must be kept for a period of two years:
- a. Record of course participation;
  - b. Student Contract;
  - c. Paper copy of knowledge test(s) (classroom only)
  - d. Knowledge test results; and
  - e. Notice of Driver Education Course Completion Form
5. The course should be updated as required to reflect current information.
- a. All changes must be submitted to Alberta Transportation, DEES for approval.

**C. Course Completion Requirements**

1. To qualify for a Notice of Driver Education Course Completion form, a student must:
  - a. Have attended the full classroom session or completed the full online session (minimum 6 hours) and achieved a minimum score of 80% on the final examination.

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- b. Students are allowed two attempts to successfully complete the final exam to qualify for a Notice of Driver Education Course Completion Form (DPLS0047). If a student scores less than 80% on the final examination the exam may be repeated. A different exam version from the previous test version must be provided to the student for the second attempt. The second attempt on the final examination must be on a different day than the first attempt.
2. Failure to successfully complete the final exam after two attempts will result in the client repeating the entire course.
3. Upon successful completion, the student is issued a Notice of Driver Education Course Completion form within 30 days of course completion.

**D. Course Curriculum Content Specifications**

1. The content of a DDC or PDIC submission must be as follows:
  - a. Content must be informational in terms of what the reader needs to know;
  - b. The information must be factual;
  - c. The information and facts should be supported with statistics; and
  - d. Sources for facts and statistics must be provided.
2. When using formatting to highlight or categorize information use a consistent format, such as bullets.
3. A formal style of writing is preferred for most of the content. There may be some areas where a less formal or informal style may be beneficial to the reader. Remember your target audience when you are preparing course content. Course content should not include:
  - a. Conversational style content;
  - b. Judgemental or personal opinions;
  - c. Jargon or slang; or
  - d. Acronyms (unless defined).
4. Content should flow from one unit to the next with a building block effect.
5. Statistics and facts must be from information compiled within the last three years.
6. Videos should run for 1-5 minutes to ensure the benefits of the presentation are optimized. Graphic and visual aids must be relevant to the topic.

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## **E. Curriculum Course Content Minimum Requirements**

1. Course objectives must be defined, including:
  - a. Developing responsible attitudes of safe vehicle operation (DDC and PDIC) and safe commercial vehicle operation (PDIC only);
  - b. Courtesy to all road users; and
  - c. Responsible driving attitude and behaviour.
2. The participant must be exposed to inter-related components that, if not understood or ignored, can possibly lead to a collision. These components must include:
  - a. The vehicle (DDC only) or commercial vehicle (PDIC only);
  - b. The driver; and
  - c. Driving conditions
3. The driver is the most important factor in any discussion relating to collisions. The following should be discussed in all DDC courses:
  - a. Attitudes
  - b. Emotions
  - c. Health
  - d. Fatigue
  - e. Alcohol and other drugs
4. The DDC or PDIC needs to define defensive and proactive driving. Discuss defensive driving and proactive driving using:
  - a. Collision statistics from the Alberta Traffic Collision Statistics document.
  - b. Information must be from statistics compiled in the last three years.
  - c. Please visit Alberta Transportation's website at: <https://www.alberta.ca/collision-vehicle-licence-statistics.aspx> to find more information about:
    - i. General Collision Statistics
    - ii. Alberta Collisions Statistics (Annual)
    - iii. Alberta Collision Facts (Annual)

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5. The DDC or PDIC needs to discuss the issue of fault versus responsibility. This must include examples such as:
  - a. Driver #1 in a collision is at fault by way of a traffic violation or driving error.
  - b. Driver #2 in a collision is not technically at fault, but the collision may have been avoided by exercising caution and driving in a defensive/proactive manner.
  - c. Responsibility of each driver in a civil liability involving the last clear chance to avoid a collision.
  - d. Discuss some typical traffic violations that lead to collisions, and the role of driver #1 and driver #2 in the incident.
6. Additional fault versus responsibility examples must include:
  - a. Left turns across the path of approaching vehicles.
  - b. Unsafe change of direction
  - c. Following too closely
  - d. Intersection Collisions
    - i. Uncontrolled intersections (including T intersections).
    - ii. Controlled intersections (stop sign violations).
    - iii. Controlled intersections (yellow light violations).
    - iv. Crossing over the centre (yellow) line.
7. DDCs and PDICs must discuss collision avoidance through proactive driving by:
  - a. Commentary Hazard Awareness and Management
  - b. Hazard recognition
  - c. Managing the hazard to minimize or avoid the hazard
8. A DDC or PDIC must discuss the following options for when a collision is inevitable:
  - a. Avoiding fixed objects
  - b. Proper use of restraint systems
  - c. Reducing or minimizing injury and damage
  - d. Protecting the scene
9. The DDC or PDIC must review areas traffic laws and areas of concern as they relate to:
  - a. The *Criminal Code (Canada)*

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- b. Impaired Driving and penalties
    - i. For drivers with a Blood Alcohol Content (BAC) over .08.
    - ii. For GDL drivers with a BAC over .00.
    - iii. For drivers with a BAC .05 to .08.
    - iv. For drivers with blood-drug concentration of 2 nanograms (ng) per millilitre (ml) but less than 5ng/ml tetrahydrocannabinol (THC).
  - c. The *Traffic Safety Act* and the following Regulations:
    - i. *Use of Highway and Rules of the Road Regulation*;
    - ii. *Operator Licensing and Vehicle Control Regulation*; and
    - iii. *Vehicle Equipment Regulation (PDIC only)*;
  - d. National Safety Code (PDIC only)
  - e. Hours of Service (PDIC only)
    - i. Provincial
    - ii. Federal
  - f. Commercial Vehicle Inspection Program (PDIC only)
10. The DDC or PDIC must discuss the following related to distracted driving:
- a. Cell phones
    - i. Hand-held versus hands free
    - ii. Texting (sending and receiving)
    - iii. Talking while driving
  - b. Eating and drinking
  - c. Smoking
  - d. Music
  - e. Global Positioning Systems
  - f. Electronic devices
11. The DDC must discuss visual skills, including how proper vision habits and concentration may reduce or eliminate potentially hazardous situations. This must include:
- a. Visual lead time
  - b. Traffic to the rear – use of inside and outside mirrors
  - c. Blind spots – driving in others, traffic in yours, passing and being passed

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- d. Following distances
  - e. Conflicts at intersections
  - f. Hazards around parked vehicles
  - g. Pedestrians.
  - h. Discussing and performing clear communication and messaging with pedestrians and motorists through:
    - i. Establishing eye contact.
    - ii. Use of headlights to be more visible (Daytime Running Lights).
    - iii. Use of signal lights.
    - iv. Use of brake lights.
    - v. Use of the horn.
12. The DDC or PDIC must discuss driving conditions, and the variables in the following driving situations and how visibility and the ability to stop or control the vehicle are affected:
- a. Road conditions
  - b. Light conditions
  - c. Weather conditions
  - d. Vehicle conditions
13. The DDC or PDIC must discuss vehicle control and skid prevention through:
- a. Acceleration
  - b. Steering
  - c. Braking
  - d. Backing (PDIC only)
  - e. Off-tracking (PDIC only)
  - f. Discuss emergency situations such as:
    - i. Tire suddenly goes flat
    - ii. A wheel or wheels drop off the roadway
    - iii. Tire blow out
14. DDC and PDIC courses must discuss fuel efficient and eco-friendly driving.



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15. For PDIC courses, the content must be specific to the intended audience. For example, if addressing a Class 4 Vehicle group, such as taxi drivers, the course must provide content that is general and specific to all drivers in that Class. Below are some general curriculum guidelines for each professional class.

- a. Class 1 – Large Vehicle Combinations or Tractor-Trailer Combinations:
  - i. Pre-trip
  - ii. Air Brake component
  - iii. Couple and uncouple
  - iv. Railroad crossings
  - v. Transporting Dangerous Goods and Workplace Hazardous Materials information System.
  - vi. Turns and off-tracking
  - vii. Backing
  
- b. Class 2 – Bus and School Bus:
  - i. Pre-trip
  - ii. Passengers entering and exiting the bus
  - iii. Railroad crossings
  - iv. Turns and off-tracking
  - v. Backing
  
- c. Class 3 – 3 Axle vehicles such as Emergency Response Units, Gravel-hauling Trucks, etc.:
  - i. Pre-trip
  - ii. Air Brake component
  - iii. Railroad Crossings
  - iv. Turns and off-tracking
  - v. Backing
  
- d. Class 4 – Vehicles such as Emergency Response or Taxi:
  - i. Vehicle inspections
  - ii. Public safety
  - iii. Legal obligations

**F. General DDC and PDIC Information**

1. Classroom and online DDCs or PDICs records are subject to audits by Alberta Transportation, DEES
2. Online DDCs and PDICs must also meet online requirements in section 4.03.01 for approval.
3. Demerit credit is subject to the following conditions:
  - a. The Notice of Driver Education Course Completion Form is valid for two years from the date of issue;
  - b. Demerit credit may only be applied once in a two year period;
  - c. Credit will only be given where the individual has 2 or more and 14 or less demerits on their driving record; and
  - d. Persons with two demerit points on the operator licence will receive a maximum two demerit reduction.

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**SUBJECT: ONLINE DRIVER TRAINING (CLASS 5, DDC, PDIC)**

**STANDARD:** Online Driver Training for Class 5, Professional Driver Improvement Course (PDIC), and Defensive Driving Course (DDC) is permitted in Alberta with the approval of Driver Education and Examination Standards (DEES). There are a number of requirements for schools providing online Driver Training, in order to ensure students are participating fully in the course, that accessibility is maintained, and that the integrity of Driver Training examinations is upheld.

#### **A. Restrictions to Online Driver Training**

1. Alberta Transportation is responsible for approving all online Driver Training. In order for a Driver Training School to provide online Driver Training, curriculum must first be provided to DEES for approval. If the curriculum is not approved for any reason, DEES will indicate to the Driver Training School what areas require improvement. If the curriculum is approved by DEES, the Driver Training School must follow all conditions that are identified below.
2. For approval of an online driver training course, the course must also meet and/or exceed course standards for the specified type of driver training in addition to online requirements outlined in section 4.03.01
3. In order to be licensed to provide online Driver Training, a school in Alberta must have offered in-person classes for a minimum of 2 years, and must not have been previously sanctioned by DEES for any reason within the 2-year period.
4. Driver training schools must provide unlimited access to Alberta Transportation, DEES, to participate in the Online Driving Course and access to administrative functions of the Online Driving Course as a condition of approval and once approval has been granted, for auditing purposes only.
5. Driver Training Schools teaching an online basic Class 5 course, PDIC, or DDC must maintain minimum standards of programming. Class 5 online Driver Training course must not be less than 15 instructional hours, DDCs and PDICs must not be less than 6 instructional hours.
6. Online Driver Training must be accessible for all Albertans. Driver Training Schools offering Online Driver Training must provide a:
  - a. low-broadband option of the course to ensure all those who may want to take a course can do so from throughout the province;
  - b. course that is browser independent (i.e. Google vs Internet Explorer); and
  - c. course that is system independent (i.e. both PC and Mac can access it).

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7. All Instructor facilitates the course using one of the two methods:
  - a. Instructor-led: the online instructor leads the course through face-to-face or other interactive methods (i.e. phone). The instructor interacts with students regularly and actively monitors student progress.
  - b. Instructor-monitored/supported: an online instructor monitors the online course, student progress, reviews and assesses learner submissions as required, and answers questions or concerns in a timely manner.
  - c. Instructor contact information and hours of availability must be provided to the student.
8. Technical requirements such as hardware, software, internet connection speed, and other components needed to take the course are clearly stated on the driver training school website prior to registration of the course.
9. Technical support for must be available to students. Contact information and hours of availability for technical support must be provided to the student.
10. The student is logged out of the course after a specified time of inactivity and must login to resume the course.
11. The identity of the student is verified on a random basis throughout the course to ensure the student who is signed in is the individual completing the course (e.g., the student is prompted with security questions upon at random during the course).
12. Online courses must illustrate course objectives and key components using multiple media formats such as text, audio, illustration, simulations, images or interactive graphics. Examples of different types of media include: diagrams, tables, charts, videos, comic strips, photos, virtual manipulation, and animation.
13. Online course must be supported by an option to have audio-narrative enhancement of the course content, including module assessments and final exam.
14. Course must be supported by an option to have close captioning of the course content.
15. Online course must require student engagement or interaction with the course content. A minimum of three (3) levels of interactivity must be integrated into the program. Examples of this are:
  - a. Interactive activities;
  - b. Bulletin board; or

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- c. Use interactive web tools for communication with administrative support staff or driving instructor(s) (e.g. chats or discussion forums within the course application).
16. Student must have multiple means of navigating through information in each module.
17. Online course must have options for different methods of responding to activities and navigation through course content such as: using a mouse, keyboard, voice, and hand.
18. Online course must include a method students can use to monitor their progress through the course and each module. For example, a progress bar or checklist of topics or activities to be completed by the student and the student's current completion status.
19. Student must not be permitted to navigate through the course without covering the information on each screen in each module.
20. The end of each module must have at least one type of student assessment that measures the extent to which students have met the learning objectives within each module. Examples of online assessment methods include:
  - i. Multiple choice
  - ii. true/false
  - iii. fill-in-the-blank
  - iv. flash cards
  - v. games
  - a. Students must successfully complete all module assessments in order to progress to the next module;
  - b. Students must achieve a minimum of grade of 80% on module assessments; and
  - c. Multiple choice, true/false, fill-in-the-blank module assessments must have a minimum of 10 questions.
21. Student must sign disclosure statement and warning at the completion of the driver training course and prior to attempting the final examination.
22. Prior to the completion of course registration, students must be informed that personal information provided by the student to enroll in the driver training course is collected under the authority of the Personal Information Protection Act of Alberta (PIPA).

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- a. Students must also be informed that the requested personal information is necessary for the registration and administration of this training session and may be used for program evaluation of the driver training course.
  - b. Students must be given a reasonable opportunity to accept or decline his or her consent.
  - c. The driver training school must develop policies and practices to protect personal information collected from students. This privacy policy must provided to or be made accessible to the student.
23. Driver training schools must take reasonable security measures to protect personal information collected. PIPA does not specify particular security safeguards, however, driver training schools must continually ensure security measures are up-to-date to protect personal information as technologies evolve and new risks emerge.
24. Blended programs (i.e. a combination of both in-class and online Driver Training) are permitted so long as it adheres to the standards identified above. A blended online Driver Training course may hold the final exam in the classroom location. All classroom locations must be approved by Alberta Transportation.

## **B. Curriculum Outline Criteria**

1. Section 4.00.02 of this manual provides an overview of the Class 5 curriculum.
2. Schools may provide additional content within the 15 hour (Class 5) or 6 hour (DDC or PDIC) framework or extend the program beyond the minimum required hours for the online Driver Training (Please see Section C).
3. Refer to this link for information on curriculum outline:

DDC curriculum outline: <https://open.alberta.ca/publications/defensive-driving-course-for-all-licence-classes>.

PDIC curriculum outline: <https://open.alberta.ca/publications/requirements-for-approval-of-a-professional-driver-improvement-course>.

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**C. Alternate Curriculum Submission**

1. To submit an alternate curriculum for DEES to review, the submission must meet the following requirements:
  - a. Inclusion of three curriculum components (electronic presentation, instructor's guide and student's guide)
  - b. Inclusion of the Curriculum Checklist (DPLS0026, Appendix 2.3) properly filled in (refer to section 4.00.05).
  - c. Submission of files must be in electronic format (e.g.: Adobe® PDF, Microsoft® Word Document, Microsoft® PowerPoint) on a portable media storage device (i.e. USB drive, burned CD) delivered to the DEES office in Edmonton or Calgary.
  - d. Schools that are unable to submit the curriculum in electronic formats should contact DEES.
  - e. An alternate curriculum must not be used to deliver Driver Training by a Driver Training School unless the school has received approval from the DEES Driver Education Program Coordinator.

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**SUBJECT: AIR BRAKE PROGRAM**

**STANDARD:** The Alberta Air Brake Program has a defined curriculum that must be presented in its entirety to ensure uniform and effective program delivery.

**A. Facility Requirements**

1. Classroom equipment - In addition to general classroom requirements (see 2.00.01, C.2), an Air Brake classroom must provide:
  - a. A fully functional Air Brake board. The Senior Instructor must demonstrate all components of the Air Brake board (see below for requirements) to Driver Programs Administrator before the Air Board is approved.
  - b. A foundation brake display stand with a manual slack adjuster for demonstrating and practising brake adjustments. A second foundation brake display with an automatic slack adjuster is optional.
  - c. Air Brake board decals are valid for 5 years.
2. Air Brake board requirements
  - a. Supply / wet tank
  - b. Safety valve
  - c. Two service / dry tanks
  - d. Check valves in each service tank
  - e. Drain valves under all tanks (including trailer tanks)
  - f. Two air pressure gauges and an operating low air pressure light (if equipped with an alarm it must be able to be turned off)
  - g. Foot control valve
  - h. Quick release valve
  - i. Front service chamber(s) (minimum one on any size)
  - j. Service relay valve
  - k. Drive axle service / spring park chamber(s) (minimum one of any size)
  - l. Blended park circuit double check valve (may be incorporated in the push-pull park valve assembly)
  - m. Park control valve
  - n. Spring brake valve

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- o. Anti-compound quick release or relay valve
  - p. Anti-compound control line
  - q. Trailer air supply valve
  - r. Trailer hand valve
  - s. Two double check valves between the foot/hand valves and the tractor protection valve (stoplight sending unit should be at the second double check valve)
  - t. Tractor protection valve
  - u. Trailer air lines
  - v. Non-polarized glad hand couplers (for demonstrating reversed couplers)
  - w. Trailer air tanks
  - x. Trailer service relay valve
  - y. Trailer spring park control valve
  - z. Trailer service / park chamber(s)
  - aa. Functional brake lights
3. Practical training
- a. A lot or shop must be available to accommodate the vehicle(s) used for practical training.
  - b. At least one tractor-trailer unit, equipped with a full air brake system, must be available.

**Exception:** A Driver Training School using only single unit vehicles, such as a bus company, may provide a single unit vehicle.

- c. A device to hold a service brake application to check brake adjustment is required.

**B. Classroom Session Requirements**

1. Each student must be provided with a copy of the Air Brake Manual: A Guide for Students, which is a reference and study guide.

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2. The duration of the classroom session is a minimum of 6.5 hours, not including registration or breaks.

**Note:** Classroom instruction is usually provided in a single session, but alternative time frames are acceptable.

3. The maximum number of students in a session is 18.
4. The curriculum must be delivered with the assistance of a visual electronic presentation.
5. The Air Brake Manual: A Guide for Instructors contains details regarding delivery of the classroom session.
6. The visual electronic presentation must be followed throughout the session.

**C. Practical Training Session Requirements**

1. Practical training must be conducted after the entire classroom session is completed.
2. The maximum number of students in a practical training session is 3, with an Instructor dedicated to that single group and the exclusive use of an Air Brake equipped vehicle.
3. The duration of a practical training session can vary, depending on the number of students in the group (from one to three). The session must include two components; an Instructor demonstration of an Air Brake inspection and a practice period for students to prepare for the practical test.
4. Instructor demonstration - The first fifteen minutes of the practical training session is used to demonstrate the air system pre-trip, and to demonstrate the automatic slack adjuster adjustment using full service brake applications. The Instructor must:
  - a. Ensure the vehicle is properly chocked.
  - b. Confirm students have the Air Brake Practical Test form.
  - c. Ensure that all students can clearly view all elements of the instructor demonstrations.
  - d. Show the location of the air tanks and how to identify the supply tank.
  - e. Demonstrate an air system pre-trip inspection, having students follow along on the Air Brake Practical Test form.
  - f. When uncoupling the air lines demonstrate how to hold a hand over the supply coupler to protect from the air pressure release and resulting potential debris.
  - g. When coupling the air lines after the park control valve pops out, demonstrate how the glad hand couplers are inspected before connecting, how to properly connect them, and how to confirm they are

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correctly connected. Confirm that the air lines connected to the trailer are suspended properly and will not catch as the trailer turns.

- h. After the Air Brake system pre-trip is completed, restart the engine to maintain air pressure and demonstrate how the automatic slack adjuster adjustment is activated by applying two full service brake applications.
  - i. Show students how to confirm proper brake adjustment on both brakes of one axle.
  - j. Answer any questions. Begin the student air system pre-trip practice.
5. Student practice - A group of three students would collectively have approximately one hour to practice and develop their skills. Each student must conduct at least two Air Brake system pre-trip practices. The Instructor must:
- a. Have each student perform an Air Brake system pre-trip, and then observe other students as they take their turns. Students are not to coach each other.
  - b. After each pre-trip practice have the student restart the engine to maintain air pressure and apply two full service brake applications to trigger the automatic slack adjuster adjustment. Ensure the applications are done with the air pressure in the normal operating range, allowing one second intervals to account for brake lag.
  - c. Have each student demonstrate that they know how to confirm that the brakes have stroked into the correct adjustment. This is done by having the students pull the slack adjusters of both brakes on one axle (the rear trailer axle is commonly the easiest).
  - d. Have the students follow along on the Air Brake Practical Test (Appendix 3.2) form during the first practice. The Air Brake Practical Test form is initially used by the students as a checklist. Encourage the students to try the second practice without the form, reminding them that the practical test must be done without it.
  - e. Collect the Air Brake Practical Test form from each student prior to conducting the practical test.

**D. Practical Test Requirements**

1. The practical test (15 minutes per student, individually) requires the Instructor to observe each student individually conduct an Air Brake inspection, score the results on the student's Air Brake Practical Test form and determine whether the student has achieved a passing score.
2. If unsuccessful on the practical test, the student may attempt one retest only, on a later date. If the student is unsuccessful on the retest, additional training may be required. The Driver Training School must determine the amount of retraining required and create a new student record file.

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**E. Issuing Notice of Air Brake Program Completion Form**

1. Upon successful completion of the practical test, the Driver Training School will issue a Program Completion form (Appendix 4.2) to the student, which the student will take to a Registry Agent as authorization to attempt the Air Brake knowledge test.

**F. Knowledge Test at Registry Office**

1. The Notice of Air Brake Program Completion form allows the student to attempt the Air Brake knowledge test. There will be a government fee and a Registry Agent Office service charge for each attempt.
2. Upon successful completion of the knowledge test the Registry Agent Office will certify the knowledge test was passed and return the original Notice of Air Brake Program Completion form to the student.
3. Knowledge test results are valid for one year from the date issued by the Registry. Failure to apply the knowledge test result to the client's driver's licence within one year will result in the client re-writing the knowledge test.
4. A student whose driver's licence is under suspension is not eligible to take a knowledge test. Therefore, it is important to ensure that all students have a valid driver's licence prior to registration in the Air Brake course.
5. The Air Brake knowledge test is conducted onscreen and is available in English only.

**G. Professional Waivers**

1. Heavy Equipment Technicians, Heavy Duty Equipment Mechanics, Truck and Transport Mechanics and Commercial Vehicle Inspection Technicians who service and /or inspect Air Brake systems may be eligible to challenge the practical and knowledge tests without attending the classroom session and practical training session, subject to approval by Driver Education and Examination Standards (DEES).
2. An applicant wishing to challenge the tests must provide to DEES:
  - a. A copy of their certificate and a letter from his or her employer, which verifies at least one year of full-time experience in the servicing, repair or inspection of Air Brake systems, within the previous two years.
  - b. If the applicant is a Commercial Vehicle Inspection Technician, a copy of his or her Commercial Vehicle Inspection Technician licence must be provided.
3. If approved, DEES will issue a letter to the applicant to be presented to a Driver Training School. The letter will authorize the school to allow the applicant to attempt the practical test, once only. A retest is not allowed for these applicants. If unsuccessful, a representative of the school must retain the failed Practical Test form in the student file.

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4. If successful, the Driver Training School must complete a Notice of Air Brake Program Completion form (Appendix 3.4) and issue it to the applicant. The applicant must be directed to contact DEES to arrange an appointment for the knowledge test, which will be conducted at the DEES office in either Edmonton or Calgary.
5. The Driver Training School must retain the original authorization letter and appropriate forms in the student file.

**H. Northwest Territories Residents**

1. Alberta has an agreement with the Northwest Territories (NWT), allowing their residents to undertake the Alberta Air Brake Program to qualify for an Air Brake endorsement on their NWT operator's licences. These clients must contact DEES, who will issue a letter to the applicant to be presented to the Driver Training School.
2. NWT clients must take the full course from the Driver Training School. Upon successful completion of the practical test they must issue a Notice of Air Brake Program Completion form and directed to contact DEES to arrange an appointment for the knowledge test.
3. The knowledge test will be conducted at the DEES office in either Edmonton or Calgary. DEES will provide documentation for NWT.
4. Student records must indicate "NWT" wherever the operator's licence number is recorded.

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**SUBJECT: AIR BRAKE FORMS**

**STANDARD:** The Alberta Air Brake Program is supported by several specific forms. Record keeping procedures (Section 2.00.03) also apply to these forms.

**A. Air Brake Course Student Record (DPLS0002, Appendix 3.1)**

1. A copy of the Student Record form must be completed for each student, upon registration. This form is the front sheet for the student's file.
2. As the student progresses through the training program the Driver Training School must enter the dates when the classroom and practical training sessions were successfully completed, from the information contained on the Air Brake Participant List (see below).
3. When the practical test is successfully completed, the date must be entered, from the information recorded by the Instructor on the Air Brake Practical Test form (see below).
4. When a Notice of Air Brake Program Completion form (see below) is issued, the issue date and form number must be recorded, along with checking the two boxes to confirm that the classroom and practical training sessions have been completed. The student must sign and date the declaration.

**B. Air Brake Participant List (DPLS0004, Appendix 3.3)**

1. A copy of the Participant List must be initiated immediately prior to the beginning of the course, by completing the Name of Training School or Agency, Classroom Instructor, Classroom Location and Classroom Date boxes. Either the Instructor or the students must complete the Student Name and Operator's Licence Number boxes.
2. When the classroom session begins, the Instructor must enter the exact starting time in the Time Started box.
3. Upon completion of the classroom session, the Instructor must enter the exact completion time in the Time Ended box.
4. At the beginning of a practical training session, the practical training Instructor must complete the Date and Instructor Name boxes for each student in that Instructor's session, in alignment with the student's name.

**C. Air Brake Practical Test (DPLS0003, Appendix 3.2)**

1. The Practical Test form records the student's performance during the practical test after completion of the practical training session. The student must perform a complete Air Brake check on a vehicle, based on the course content. The Instructor must use this form to record any omissions, which each have a value of 5% or 10% in relation to a perfect performance. Errors totaling 25% or more will result in a test failure.
2. The Practical Test form also serves as a study aid for students prior to the practical test. It is distributed to students at the end of the classroom session.

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3. If a student is unsuccessful on a first attempt at the practical test, a single retest is allowed. The retest may not be attempted on the same day as the initial attempt. The retest is scored by the Instructor in the Retest Score column of the original form. The Driver Training School must retain the form between attempts.
4. The Instructor conducting the test or retest must record his or her name, driver's licence or certificate number and signature in the appropriate box; and have the student sign in the Student Signature box upon the completion of the practical test.

**D. Notice of Air Brake Program Completion (DPLS0005, Appendix 3.4)**

1. Upon successful completion of Air Brake training, including passing the practical test, the student must be issued a fully completed Program Completion form and directed to a Registry Agent Office to attempt the Air Brake knowledge test.
2. A representative of the Driver Training School must complete the Student Name, Date of Issue, Operator's Licence Number, Date of Birth and Name of Training School/Agency boxes.
3. Upon confirming the student's successful completion of training from the Participant List and the Air Brake Practical Test form, the representative must complete the Date Course Completed box, print the Instructor Name(s), sign the form and print his or her name.
4. The top (Student) copy of the form is issued to the student to present at a Registry Agent Office. The bottom (Training School/Agency) copy is retained and attached to the Control List (see below).

**E. Control List (DPLS0028, Appendix 1.10)**

1. The Control List tracks the issuance of Notice of Air Brake Program Completion forms, as well as the Notice of Driver Education Course Completion forms used with other Driver Training programs (section 5.00.01).
2. Each time a Program Completion form is issued to a student, it must be recorded on the Control List. The student's name and date of issue must be recorded on the appropriate line.
3. A Control List is issued along with every order of Program Completion forms, by Driver Education and Examination Standards (DEES). The 50 numbers on the form correspond to the last two digits of the Program Completion forms. For example, if a student is issued Program Completion form number Q001234, the Driver Training School's representative must select the Control List issued with that batch of forms and enter the student information on the line numbered 34.

**SUBJECT: AIR BRAKE FORMS**

**F. Ordering Forms**

1. DEES will supply Notice of Air Brake Program Completion forms and Control Lists. The Program Completion form is numbered, controlled inventory and is issued in limited quantities to balance program delivery needs with security needs.
2. Other related forms (Student Record, Participant List, and Practical Test) are provided to Driver Training Schools in an electronic format and may be copied as required.
3. To order the Air Brake Manual: A Guide for Students, visit Alberta Queens Printer: [qp.alberta.ca/](http://qp.alberta.ca/)

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**DATE ISSUED: July 25, 2020**

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**SUBJECT: SCHOOL BUS DRIVER IMPROVEMENT PROGRAM**

**Standard:** The Alberta School Bus Driver Improvement Program (SBDIP) has a defined curriculum that must be presented in its entirety to ensure uniform and effective program delivery.

**A. Facility Requirements**

1. Classroom equipment – In addition to general classroom requirements (see 1.00.04, B.2), a School Bus Driver Improvement Program classroom must provide:
  - a. A computer, projector and screen for visual electronic presentation of material.
2. Practical training
  - a. A lot or shop must be available to accommodate the vehicle(s) used for practical training.
  - b. At least one school bus must be made available.

**B. Classroom Session Requirements**

1. At least one week prior to course commencement, each student should be given the course participant manual containing the five series for home study.
2. The Instructor must conduct a minimum of 15 hours on classroom study to ensure that students complete all five series, not including registration or breaks.
  - a. Series 1, 2, 4 and 5 must each receive at least two hours of study and review within a classroom setting.
  - b. Series 3.1 (Bus Manoeuvres) requires not less than one hour of classroom study.
  - c. Series 3.2 (Defensive Driving) requires not less than six hours of classroom study.
  - d. Any demonstration of bus operation manoeuvres or procedures by the Instructor may be considered as classroom time.
  - e. Time allotted for knowledge and practical tests is not considered as classroom time.

**Note:** A Knowledge Test will be conducted and will have an 80 per cent pass rate.

3. The maximum number of students in a session is 15.
4. The curriculum must be delivered with the assistance of a visual electronic presentation.
5. The School Bus Driver Improvement Program Guide for Instructors contains details regarding delivery of the classroom session.
6. The visual electronic presentation must be followed throughout the classroom session.

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**SUBJECT: SCHOOL BUS DRIVER IMPROVEMENT PROGRAM**

**C. Practical Training Session Requirements**

1. Practical training must be conducted after the entire classroom session is completed.
2. The maximum number of students in a practical training session is 4, with an Instructor dedicated to that single group.
3. The duration of the practical evaluation will be 45 minutes unless the test is discontinued by reason of an early failure.

**D. Issuing Notice of Driver Education Course Completion**

1. Upon successful completion of the School Bus Driver Improvement training, including passing the knowledge, pre-inspection, and on-road tests, the student must be issued a Notice of Driver Education Course Completion form.
2. A representative of the agency must complete the Student Name, Date of Issues, Operator's Licence Number, Date of Birth and Name of Training School/Agency boxes.
3. The top (Student) copy of the form is issued to the student to present at a Registry Agent Office. The school bus endorsement, code "S", will be added to their operator's licence upon successful completion of the knowledge test. The bottom (Training School /Agency) copy is retained and attached to the Control List.

**Note:** *A student whose driver's licence is under suspension is not eligible to take a knowledge test. Therefore, it is important to ensure that all students have a valid driver's licence prior to registration in the SBDIP course.*

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**SUBJECT: SCHOOL BUS DRIVER IMPROVEMENT PROGRAM FORMS**

**Standard:** School Bus Driver Improvement Program (SBDIP) forms must be completed and maintained in an orderly and secure manner to support and document each student's training program and to facilitate program audits.

**A. Course Participant List – School Bus Driver Improvement Program (DPLS3189, Appendix 8.1)**

1. A copy of the participant list must be initiated immediately prior to the beginning of the course, by completing the name of the Driver Training School or driving instructor's certificate number, classroom location and classroom date boxes. Either the instructor or the students must complete the name of the student and driver's licence number boxes.
2. The Driving Instructor must enter the date the knowledge test passed for each of the course series.
3. The Driving Instructor must complete the Pre-Trip Inspection Report and On-Road Evaluation Checklist.

**B. Pre-Trip Inspection Report – School Bus Driver Improvement Program (DPLS3188, Appendix 8.2)**

1. A copy of the Pre-Trip Inspection Report form must be completed for every student.
2. This evaluation must be conducted one on one. Each student must be evaluated individually.
3. The Driving Instructor must use this form to record deductions. Errors totaling more than 20 or "F" (failure) will result in test failure.
4. If a student is unsuccessful on a first attempt of the pre-trip inspection, a retest is permitted on a later date. A maximum of three (3) attempts is permitted.

**C. On-Road Evaluation Checklist – School Bus Driver Improvement Program (DPLS3187, Appendix 8.3)**

1. The On-Road Evaluation Checklist reports the student's performance during the practical test after completion of the practical training session. A copy of the On-Road Evaluation Checklist must be completed for every student.
2. This evaluation must be conducted one on one. Each student must be evaluated individually.
3. The Driving Instructor must use this form to record deductions for any manoeuvre that is unsafe or poorly performed. Errors totaling more than 40 or "F" (failure) will result in test failure.
4. The On-Road Evaluation Checklist also serves as a study aid for students prior to the practical test. It is distributed to students at the end of the classroom session.

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5. In the event the student is not successful, the Driving Instructor will determine the amount of practice time required before another attempt is made. **In no case will a second attempt be permitted on the same day.** Reasons for failure should be fully explained to the student upon completion of the evaluation.
  6. The Driving Instructor conducting the test or retest must record his or her name, licence number and signature in the appropriate box; and have the student sign in the student signature box upon the completion of the practical test.
- D. Notice of Driver Education Course Completion Form (DPLS0047, Appendix 4.2)**
1. Upon successful completion of the School Bus Driver Improvement Program training, including passing the knowledge, pre-inspection, and on-road tests, the student must be issued a Notice of Driver Education Course Completion form.
  2. A representative of the Driver Training School must complete the student name, date of Issue, driver's licence number, date of birth and name of Driver Training School boxes.
  3. The top (student) copy of the form is issued to the student to present at a Registry Agent Office. The School Bus Driver Improvement Program Endorsement, code "S", will be added to their driver's licence upon successful completion of the knowledge test. The bottom (Driver Training School) copy is retained and attached to the Control List.
- E. Control List (DPLS0028, Appendix 1.10)**
1. The Control List tracks the issuance of Notice of Driver Education Course Completion forms.
  2. Each time a Notice of Driver Education Course Completion form is issued to a student, it must be recorded on the Control List. The student's name and date of issue must be recorded.
  3. A Control List is issued along with every order of Notice of Driver Education Course Completion forms by Driver Education and Examination Standards (DEES). The 50 numbers on the form correspond to the last two digits of the Notice of Driver Education Course Completion forms. For example, if the student is issued form number 1234567, the Driver Training School's representative must select the Control List issued with that batch of forms and enter the student's information in the line number 67.
- F. Ordering Forms**
1. DEES will supply Notice of Driver Education Course Completion forms and Control Lists. The Notice of Driver Education Course Completion form is numbered, controlled inventory and is issued in limited quantities to balance program delivery needs with security needs.
  2. Other related forms are provided to Driver Training Schools in an electronic format and may be copied as required.

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**G. Notice of Driver Education Course Completion Form Replacement**

1. If a student loses a Notice of Driver Education Course Completion form, he or she must contact the issuing Driver Training School. The Driver Training School will contact DEES for instructions regarding the issuance of a duplicate.

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**SUBJECT: COURSE COMPLETION FORMS**

**STANDARD:** The Notice of Driver Education Course Completion form is a controlled inventory item, which is supplied to Driver Training Schools or Entities licensed to provide Class 5 training under the Driver Incentive Program, Class 1 Mandatory Entry-Level Training (MELT), Class 2 MELT, Class 2-S MELT, Air Brake, School Bus Driver Improvement Program Courses, Defensive Driving Course (DDC) or Professional Driver Improvement Course (PDIC).

**Note:** *Depending on the type of training completed, when issued to a student, the form entitles the student to a Code U driver's licence endorsement and may qualify for an insurance discount equivalent to two to three years' driving experience or for demerit point reduction from the student's driving record.*

**A. Receiving Inventory**

1. Notice of Driver Education Course Completion forms are numbered and issued sequentially. Each batch provided by Driver Education and Examinations Standards (DEES) comes with a corresponding Control List form (DPLS0028, Appendix 1.10) on which to link the student with each form issued. Driver Training Schools or Entities are provided with a supply of Notice of Driver Education Course Completion forms when initially licensed. Additional forms may be ordered when required, by contacting a Driver Programs Administrator.

**B. Record Management**

1. Driver Training Schools or Entities are responsible for ensuring that non-used forms are stored securely in a locked cabinet or drawer. Missing forms must be reported immediately to DEES.
2. If stolen, the Driver Training School must forward a police report to DEES.
3. All issued Notice of Driver Education Course Completion forms (DPLS0047, Appendix 4.2) must be accounted for.

**C. Student Qualification**

1. In order to qualify for a Notice of Driver Education Course Completion form, a student must have successfully completed the entire program including classroom, in-vehicle, and/or in-yard (if applicable).

**D. Issuance**

1. Each Notice of Driver Education Course Completion form must be fully completed before it is issued to a student. The Notice of Driver Education Course Completion form must be completed using permanent ink. When issuing a form to a student, the Driver Training School must:
  - a. Enter the name of the Driver Training School and the Driver Training School code number (not the school licence number);
  - b. Check the box for the type of training delivered e.g. "Class 5 Driver Training";
  - c. Verify the student's hours of training (classroom and in-vehicle) and enter them in the grey shaded area if applicable;

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- d. Enter the date of issue;
  - e. Enter the date when the final lesson was completed;
  - f. Enter the student's driver's licence number;
  - g. Enter the student's date of birth;
  - h. Ensure that the form is signed by an authorized representative of the Driver Training School. The Driver Training School management will be held accountable for any discrepancies; and
  - i. Enter the student's name and completion date on the control sheet.
2. The student should be advised to present the Notice of Driver Education Course Completion form at a Registry Agent Office where the applicable Condition Code will be placed on the driver's record.
  3. A Notice of Driver Education Course Completion form will not be accepted by a Registry Agent Office unless it has been fully completed.

**E. Duplicate Notice of Driver Education Course Completion forms**

1. A duplicate Notice of Driver Education Course Completion forms may be issued to a student who has lost the original.
2. A notation must be included on file with the Driver Training School copy of the duplicate, linking it to the original form and student record.
3. To replace a lost Notice of Driver Education Course Completion form, the student must notify the Driver Training School and request for the duplicate. The Driving School must contact DEES for instructions regarding the issuance of the duplicate.

**F. Filing**

1. The Driver Training School's copy of the Notice of Driver Education Course Completion form may be attached to the student record or to the Control Sheet, at the Driver Training School's discretion.
2. All Control Sheets issued to the Driver Training School, along with Driver Education Course Completion forms, must be maintained up to date.

**SUBJECT: AUDIT PROCEDURES**

**STANDARD:** A Driver Training School shall be audited as required to ensure compliance with Alberta Transportation policies and the *Driver Training and Examination Regulation (AR316/2002)*.

- A. Frequency** - A Driver Training School will be audited within the first three months of operation, and then nine (9) months later. Subsequent audits will be scheduled at least once within any twenty-four (24) month period and at any time earlier when deemed necessary.
- B. Components** - a Driver Programs Administrator will verify the following components for an audit:
1. The current year Driver Training School licence is clearly displayed (if the Driver Training School has a classroom or office in which to display it) at every location from which the Driver Training School operates;
  2. The Driver Training School is approved for the Insurance Incentive Reduction Program, if offered;
  3. All Notice of Driver Education Course Completion Forms (used and unused), DPLS0047 (Appendix 4.2) or Notice of Air Brake Program Completion form (DPLS0005, Appendix 3.5) and associated Control Lists are accounted for;
  4. The record of Driving Instructors employed is current, and Driving Instructors listed are currently licensed;
  5. Driving Instructor(s) hours of work are recorded on DPLS0006 (Appendix 1.5) and comply with standards;
  6. The surety bond is valid;
  7. The trade name registration or Incorporation Certificate is valid;
  8. The business License or Zoning Permit or Exemption letter is valid;
  9. Driver Training School records such as student contract including fee schedule, student driver training record and DPLS0025 (Appendix 2.1) are up-to-date;
  10. The master copy of test papers are approved, if applicable;
  11. The approved curriculum is being used to deliver the driver training course, if applicable;
  12. Driver Training Schools must be able to produce the current MELT training schedule upon request by a DPA;
  13. The current version of *Licensed Driver Training School Policies and Procedures Manual* is being adopted;
  14. The current version of *Driver Training and Examination Regulation (AR316/2002)* available;
  15. The proof of orders (invoice or packing slip) for the following driver training materials is available – Air Brake manual, a guide for students and/or Class 5 guide for students;
  16. The '6D' vehicle insurance endorsement is valid and, non-owned vehicle liability insurance is in effect when required;

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**SUBJECT: AUDIT PROCEDURES**

17. The Record of Driver Training School vehicles is complete and up to date;
18. The Senior Driving Instructor designated by the Driver Training School is still employed by the Driver Training School;
19. The Driving Instructor monitoring reports are on file and up to date;
20. The approved Air Brake board/inspection decal is available, if applicable;
21. Vehicle mechanical inspections have been performed as required;

**Note:** *The Driver Programs Administrator will determine which vehicles to inspect, at the time of the audit.*

22. The Driver Training School complies with all requirements of Alberta Transportation; and
23. Auditing will be conducted at the Driver Training School office. For a Driver Training School with a home office, the audit will be conducted at the Driver Education and Examination Standards (DEES) office; either in Calgary or Edmonton or in a public facility/meeting room arranged by the Driver Training School but must be mutually agreed upon by the Driver Training School and the Driver Programs Administrator.

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**SUBJECT: PROGRAM COMPLIANCE**

**STANDARD:** Driver Education and Examination Standards staff are responsible for ensuring that licensed Driver Training Schools and Driving Instructors comply with policy requirements.

- A.** An indication of non-compliance may arise from an audit, or from information or a complaint received from the public or another licence holder.
- B.** Indications of non-compliance will be investigated by Alberta Transportation, and may include:
  - 1. A special audit;
  - 2. Monitoring a Driving Instructor;
  - 3. Inspecting a driver training vehicle;
  - 4. Interviewing the licence holder;
  - 5. Interviewing students; and
  - 6. Any other action deemed appropriate by the Director or delegate.
- C.** Vehicle inspections may involve assistance from the Carrier Services or Vehicle Safety Branches of Alberta Transportation.
- D.** Potentially serious cases may be referred to the Special Investigations Unit and potentially to a law enforcement agency depending on the nature of the offence.
- E.** If non-compliance is confirmed, a recommendation for disciplinary action will be forwarded to the Director or delegate.

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**SUBJECT: DISCIPLINARY ACTION**

**STANDARD:** Under the authority granted in the *Driver Training and Driver Examination Regulation* (AR316/2002) the Registrar will take action to ensure that standards are maintained. Progressive discipline in the form of increasing significant sanctions may be applied for non-compliance.

- A.** Under the delegated authority of the Registrar, disciplinary action can be undertaken by the Executive Director, Driver Programs; the Director, Driver Education and Examination Standards (DEES); or the Manager, Manager, Operations and Compliance. Disciplinary action may include, but is not limited to:
1. Issuance of a directive to a licence holder to use a practice or stop a practice in order to be consistent with good driver training principles;
  2. Add to or vary the terms or conditions of the holder's licence;
  3. Requiring the licence holder to complete further training;
  4. Suspension of the holder's licence for a set time period;
  5. Cancellation of the holder's licence;
  6. Imposing an administrative penalty, in the form of a financial penalty, either alone or in conjunction with an action against the holder's licence. When appropriate, progressive discipline will be initiated at any Level determined by the Registrar. Disciplinary levels and general guidelines for determining an appropriate level are described below:
    - a. Level 1 - A directive and/or an administrative penalty up to \$500 may be issued to the licence holder, identifying the incident of non-compliance. The directive may be issued by a Driver Programs Administrator, the Manager or the Director. The Manager must approve all administrative penalty and suspension proposals prior to issuance.
    - b. Level 2 - For an incident of non-compliance following a directive, a further directive and/or an administrative penalty up to \$2,500 per incident may be issued to the licence holder, by the Manager or Director. The Director must approve all administrative penalties and suspension proposals prior to issuance.
    - c. Level 3 - If an incident is of a serious nature or there is a pattern of non-compliance, a further directive, suspension or cancellation and/or an administrative penalty up to \$5,000 per incident may be recommended by the Manager or Director. Offences at this level include those that endanger public safety. At this level the Executive Director and one other Transportation Services' Senior Manager will review the circumstances, evaluate the proposed action and forward a recommendation to the Assistant Deputy Minister for review.
    - d. Level 4 - If a subsequent incident or serious pattern of non-compliance is identified the Director or delegate may recommend further sanctions up to and including immediate cancellation of a licence and an administrative penalty of up to \$10,000. Offences at this level include those endangering public safety; or a serious incident of non-compliance (including, but not limited to, fraud, bribery, uttering a forged or false document, sexual harassment or an act of violence). At this level the Executive Director

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**SUBJECT: DISCIPLINARY ACTION**

and one other Transportation Services' Senior Manager will review the circumstances, evaluate the proposed action and forward a recommendation to the Registrar for review.

7. Sanctions imposed on the licence holder are subject to posting on a public website maintained by Alberta Transportation. The duration of the posting will depend on the nature of the sanction and the corrective action taken by the license holder.
8. In the event of being disciplined, the licence holder has the right to appeal under the *Traffic Safety Act*. Within 30 days of receiving written notice of disciplinary action, the licence holder may file a notice of appeal with the Secretary of the Alberta Transportation Safety Board (ATSB). The fees for filing an appeal are \$125.00 for a non-oral application, or \$250.00 for an oral hearing. The ATSB may confirm, vary or rescind the decision made by the Registrar, or it may set aside the decision and make any decision that the Registrar is empowered to make.
9. Where the ATSB has conducted an appeal and made a decision, the licence holder may apply to have the ATSB reconsider the decision.
10. The ATSB's decision may be appealed within 30 days to the Court of Queen's Bench by way of Judicial Review.
11. The Transportation Safety Board Appeal Hearing Application – *Traffic Safety Act / Railway (Alberta) Act* form (REG 0413) is available at Registry Agent Offices.

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**SUBJECT: DRIVER EDUCATION ADVISORY COMMITTEE**

**STANDARD:** Delivery of Driver Training to Albertans is shared responsibility. The Driver Education Advisory Committee (DEAC) has been established to provide a forum for consultation among Alberta Transportation and other stakeholders professionally interested in Driver Training.

**A. Membership**

1. Committee membership is limited to ensure efficiency and continuity. The Director, as the Committee Chair, has the authority to appoint members. Interested stakeholders can apply by submitting a formal membership request letter to the Director. In order to provide the opportunity for participation to all interested stakeholders, committee members are appointed for a two (2) year term. A term can be extended by acclamation if no other qualified candidate applies. The Director may revoke membership at his/her discretion, for any reason, which may include non-attendance. Guests may attend a committee meeting if approved in advance by the Director. This approval will depend on the requirement for a particular perspective or presentation by the guest.
2. The DEAC is chaired by the Director, Driver Education and Examination Standards (DEES) with Alberta Transportation. The director will report on recommendations and issues raised within the committee, to the Executive Director, Driver Programs. Memberships are apportioned as follows:
  - a. Alberta Transportation;
    - i. Director, DEES (Committee Chair);
    - ii. Manager, Operations and Compliance;
    - iii. Driver Education Program Coordinator;
    - iv. Senior Driver Programs Administrator;
    - v. Provincial Licensing Officer;
    - vi. Director, Driver Examination Standards; and
    - vii. Administrative Assistant (Recorder)
  - b. Industry Stakeholders
    - i. One representative of the Truck Training Schools Association of Alberta;
    - ii. One representative of the Alberta Motor Transport Association;
    - iii. One representative of the Alberta Motor Association;
    - iv. Four (4) representatives of the Driver Training industry at large;

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- a. One representative of the Class 5 Driver Training industry.\*
  - b. One representative of the Class 1/3 Driver Training industry.\*
  - c. One representative of the Class 6 Driver Training industry.\*
  - d. One representative of the Class 2 Driver Training industry.\*
  - v. One representative of the Insurance Bureau of Canada; and
  - c. Such other interested parties as the DEES Director deems acceptable.
3. Any representative, or alternate designated by a representative, from the Class 1/3, 2, 5 and 6 driver training industry must be an owner or manager of a licensed Driver Training School or a Senior Driving Instructor in the driver's licence Class being represented.

**B. Meeting**

1. Meetings are held regularly, but frequency can vary depending on availability of members, current issues and government priorities. Generally, meetings will be scheduled at four month intervals. The Director may, however, schedule meetings on any date when required.
2. Minutes are recorded by Alberta Transportation and distributed to the members within 45 days of the meeting. Members will respect confidentiality regarding committee meetings; minutes will not be distributed beyond the membership, except to DEES staff as required. A synopsis may be provided to other interested stakeholders.
3. Meetings are conducted by videoconference or teleconference between Edmonton and Calgary DEES Offices to provide greater opportunity for regional input.

**C. Quorum**

A quorum requires the attendance of at least eight (8) members, including the Committee Chair, at least 2 other Government of Alberta representatives and at least 5 representatives of the professional associations and agencies. A meeting cancelled due to lack of quorum will usually be rescheduled within 3 weeks unless there are extenuating circumstances. Members are requested to advise the Administrative Assistant whether or not they will be able to attend a scheduled meeting as soon as possible upon receiving notification of the meeting.

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**SUBJECT: DRIVER EDUCATION ADVISORY COMMITTEE**

**D. Mandate**

1. The Committee is authorized to discuss, investigate, and/or make recommendations regarding:
  - a. Licensing of Driver Training Schools and Driving Instructors;
  - b. Policy formation or revision;
  - c. Curriculum development or approval;
  - d. Driver education, improvements and safety initiatives;
  - e. Driver training testing standards;
  - f. Legislation; and
  - g. Communicate policy, procedures or regulation updates to the represented industries
  - h. Any other matter related to the administration of the *Driver Training and Driver Examination Regulation* (AR316/2002), Driver Training, driver improvement, testing standards, or new safety initiatives.

**E. Committee Reports**

1. The Committee, based on consensus among the full Committee or a selected sub-committee, may provide recommendations to the Director on matters falling within the scope of the Committee's mandate.

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**SUBJECT: CONTACTS AND RESOURCES**

**STANDARD:** Driver Training School owners, Driving Instructors, and Driver Training School management staff may contact key personnel of Alberta Transportation, and Service Alberta, for operational queries.

**A. Driver Education and Examination Standards**

Address	Telephone
<b>Edmonton</b> Room 130, Twin Atria Building 4999 – 98 Avenue NW Edmonton, AB T6B 2X3	780-427-8901
<b>Calgary</b> Willowglen Business Park 1 <sup>st</sup> Floor, 803 Manning RD NE Calgary, AB T2E 7M8	403-297-6679

**B. Driver Fitness and Monitoring – Reviewing Officers**

Address	Telephone	Fax
Room 109A, Twin Atria Building 4999 – 98 Avenue NW Edmonton, AB T6B 2X3	780-427-8230	780-422-6612

**C. Special Investigations Unit (SIU)**

Location	Telephone
Edmonton	780-644-7451
Calgary	403-297-5807

**D. Transportation Safety Board**

Location	Telephone	Fax
1 <sup>st</sup> Floor, Twin Atria Building 4999-98 Avenue NW Edmonton AB T6B 2X3	780-427-7178	780-422-9739
Suite 302 Willow Park Centre 10325 Bonaventure Drive SE Calgary, Alberta T2J 7E4	403-297-3466	403-297-4139

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**SUBJECT: CONTACTS AND RESOURCES**

**E. Motor Vehicle Specialists – Service Alberta**

Location	Telephone	Fax
3 <sup>rd</sup> Floor, John E. Brownlee Building NW 10365 – 97 Street NW Edmonton AB T5J 3W7	1-800-727-9221 780-422-3987	780-422-3096
Main Floor Service Alberta Building 710 4 Ave S.W. Calgary AB T2P 0K3	1-800-727-9225 403-297-5230	403-297-5228

**Resources**

1. Published and electronic documents are available as resource materials.
2. Copies of the *Driver Training and Driver Examination Regulation* (AR316/2002), as well as all provincial legislation can be purchased from the Alberta Queen's Printer Bookstore at the following location:
 

Main Floor, Park Plaza  
10611 – 98 Avenue NW  
Edmonton AB T5K 2P7

Telephone: 780-427-4952  
Fax: 780-452-0668
3. Electronic version of the Driver's Guides can be found available on [www.alberta.ca](http://www.alberta.ca).
  - a. [Driver's Guide to Operation, Safety and Licensing- Cars and Light Trucks](#)
  - b. [Commercial Driver's Guide to Operation, Safety and Licensing - Trucks, Buses, Emergency Responders and Taxis](#)
  - c. [Rider's Guide to Operation, Safety and Licensing – Motorcycles, Mopeds and Power-Assisted Bicycles](#)
4. The Air Brake Manual: Guides for Students can only be ordered from:
 

Learning Resource Centre  
12360 – 142 Street NW  
Edmonton AB T5L 4X9  
Telephone: 780-427-2767
5. Related Websites
  - a. [www.alberta.ca](http://www.alberta.ca) is the Government of Alberta website.
  - b. [www.qp.alberta.ca](http://www.qp.alberta.ca) is the Alberta Queen's Printer home page.
6. Please note, all forms provided in the appendix below are meant as examples, and should not be used in lieu of forms received from Alberta Transportation or Driver Education and Examination Standards.

TSIS Licence ID: \_\_\_\_\_



## Driver Training School Licence Application

This information is being collected to determine your qualifications to be a licensed Driver Training School in the province of Alberta in accordance with the *Traffic Safety Act*, the *Driver Training Regulation (Alberta Regulation 316/2002)* and the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999 - 98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901, Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

**Please Print or Type**

**For First Applications and/or Change of Driver Training Ownership:**

- **Attach a copy of Certificate of Incorporation if registered as a Limited or Incorporated Company**
- or
- **Attach a copy of Trade Name Registration if registered under the trade name given below.**

**First Application**    **Renewal Application**    **Upgrade Application**    **Update Contact Information**

1. Legal Name, as Registered with Service Alberta, Corporate Registry

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School Licence Number (only required for existing schools)

**2. Business Location and Contact Information for Driver Training School:**

Business Address	City/Town	Postal Code
Business Telephone Number	Business Telephone Number	
Business Fax Number	Business Email Address (mandatory)	

**3. Driver Training School mailing address, if different from above:**

Mailing Address	City/Town	Postal Code
-----------------	-----------	-------------

**4. Address(es) of any additional locations regularly used by the Driver Training School for training.**

*(if more space is required, use the Add button or attach a separate sheet)*

Business Address	City/Town	Postal Code
Business Telephone Number		
Business Address	City/Town	Postal Code
Business Telephone Number		
Business Address	City/Town	Postal Code
Business Telephone Number		
Business Address	City/Town	Postal Code
Business Telephone Number		
		<b>Add</b>

**5. Check (✓) the type(s) of instruction this application supports:**

- Class 1 Mandatory Entry-Level Training (MELT)       Defensive Driving Course (DDC) - Classroom       Air Brake Program  
 Class 2 Mandatory Entry-Level Training (MELT)       Defensive Driving Course (DDC) - Online       School Bus Driver Improvement Program  
 Class 2-S Mandatory Entry-Level Training (MELT)       Professional Driver Improvement Course (PDIC) Classroom  
 Class 3 Vehicle       Professional Driver Improvement Course (PDIC) Light Duty Vehicle  
 Class 5 Vehicle       Professional Driver Improvement Course (PDIC) Online  
 Class 5 Classroom       Instructor Training (Train the Trainer) *Indicate Instruction Type(s):* \_\_\_\_\_  
 Class 5 Online       Advanced Driving *Indicate the Classes:* \_\_\_\_\_  
 Class 6 Motorcycle

**6.  Check (✓) if Class 5 Classroom instruction is being conducted by another Driver Training School.***(Agreement letter from school delivering the classroom instruction must be attached).***7.  Check (✓) if another Driver Training School issues the completion forms for your Defensive Driving Course.***(Agreement letter from the school issuing completion forms must be attached).* **Check (✓) if another Driver Training School issues the completion forms for your Professional Driver Improvement Course.***(Agreement letter from the school issuing completion forms must be attached).***8. List all Senior Instructors or Authorized Representatives.***(Ensure there is a senior instructor for each type of instruction the Driver Training School delivers. Attach Record of Licensed Instructors DPLS0006 form)*

Name of Senior Instructor / Authorized Representative (Last, First), Instructor Number	Class or Type of Training	Signature of Senior Instructor / Authorized Representative
Name of Senior Instructor / Authorized Representative (Last, First), Instructor Number	Class or Type of Training	Signature of Senior Instructor / Authorized Representative
Name of Senior Instructor / Authorized Representative (Last, First), Instructor Number	Class or Type of Training	Signature of Senior Instructor / Authorized Representative
		<b>Add</b>

**9. List any individuals, who are not owners or directors, authorized to contact Alberta Transportation regarding this Driver Training School licence.**

Name of Contact (Last, First)	Signature of Contact
Name of Contact (Last, First)	Signature of Contact
Name of Contact (Last, First)	Signature of Contact
<b>Add</b>	

I hereby make application to Alberta Transportation for a licence to operate a driver training school within the province of Alberta, and certify that the information contained in this application is true and correct. I agree to abide by the provisions of the *Driver Training Regulation (Alberta Regulation 316/2002)*, which includes abiding by the *Licensed Driver Training School Policies and Procedures Manual*.

**THIS APPLICATION IS VOID IF SIGNED MORE THAN ONCE IN THE SECTION BELOW**

Name of Owner/Director (Please Print)	Name of Authorized Representative (Please Print)
Signature of Owner/Director	Signature of Authorized Representative
Date (yyyy-mm-dd)	Date (yyyy-mm-dd)

**OR**

**The owner and director of the Driver Training School shall immediately notify Driver Programs and Licensing Standards, Alberta Transportation of any changes to the information identified on this application. Send the completed application to the appropriate regional office as identified below.**

<p style="text-align: center;">Alberta Transportation <b>Driver Programs and Licensing Standards South Region</b> 1<sup>st</sup> Floor, 803 Manning Road NE Calgary AB T2E 7M8 Telephone: 403-297-6679</p>	<p style="text-align: center;">Alberta Transportation <b>Driver Programs and Licensing Standards North Region</b> Suite 130, 4999 - 98 Avenue NW Edmonton AB T6B 2X3 Telephone: 780-427-8901</p>
--	--

**ADMINISTRATION USE ONLY**

<input type="checkbox"/> Corporate Registration Verified  <input type="checkbox"/> Driver Training Records report	<input type="checkbox"/> Opening Inspection _____ <span style="display: block; text-align: right; font-size: small;">(yyyy-mm-dd)</span> <input type="checkbox"/> Senior Instructor Status Verified		
Approved Type(s) of Instruction _____ Authorized DDC / PDIC: <input type="checkbox"/> Own - Code _____   Other _____ <span style="display: block; text-align: right; font-size: small;">Name of Authorized School / Agency</span>			
School Code _____	Licence Number _____	Term Start Date:(yyyy-mm-dd) _____	Term End Date:(yyyy-mm-dd) _____
Verified by: _____ Licensing Officer / Administrator		On: _____ (yyyy-mm-dd)	

PROVINCE OF ALBERTA  
SURETY BOND FOR DRIVER TRAINING SCHOOL  
TRAFFIC SAFETY ACT

This Bond must be issued by an Insurance or Surety Company licensed to conduct business in the Province of Alberta.

The original copy of this form, complete with all information, signatures and company seal, must be forwarded to:

Alberta Transportation Driver Education and Examination Standards Room 130, Twin Atria Building 4999 – 98 Avenue NW Edmonton AB T6B 2X3	OR	Alberta Transportation Driver Education and Examination Standards Willowglen Business Park 1 <sup>st</sup> Floor, 803 Manning Road NE Calgary AB T2E 7M8
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The renewal of this Bond may be on a standard renewal certificate, which must be in the possession of Alberta Transportation at the time of expiry of the previous policy for validity of the Driver Training School Licence to be considered continuous.

1. \_\_\_\_\_  
**Registered Name of Driver Training School** (Registered Names Means the Name of the Driver Training School Has Been Incorporated and/or Registered with Service Alberta, Corporate Registry)

2. **Specific Address or Location of the Place of Business of the Driver Training School** (If more than this address is being bonded under the Registered Driver Training School name, list and attach additional address(es) on a separate sheet.)

Address	City/Town	Province	Postal Code
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3. **Principal(s) of the Driver Training School** (Name all Owners, Directors and/or Shareholders)

	a)	_____
	b)	_____
	c)	_____

4. **Bond Number:** \_\_\_\_\_

5. **Amount: \$10,000.00** Other (indicate amount) \_\_\_\_\_

6. **Bond Effective Dates** From 12:01 a.m. \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_  
 To 11:59 p.m. \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

7. \_\_\_\_\_  
**Name of Insurance or Surety Company** (Hereinafter called "the Surety")

8. **Address and Telephone Number of the Surety** Telephone: ( ) \_\_\_\_\_

Address	City/Town	Province	Postal Code
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KNOW ALL MEN BY THESE PRESENTS, that WE,

(hereinafter called the "the Principal"

and the Surety, are jointly and severally held and firmly bound unto Her Majesty the Queen in right of the Province of Alberta as representatives herein by Alberta Transportation, (hereinafter called "the Obligee"), in the sum of \$10,000.00, or such other amount indicated in section 5, of lawful money of Canada, to be paid unto the Obligee, her successors and assigns, to the payment of which sum well and truly to be made to the Obligee, WE, the Principal and the Surety, bind ourselves, our heirs, executors, administrators and assigns by these presents.

WHEREAS the *Traffic Safety Act* provides that the Lieutenant Governor in Council may make regulations governing the licensing and operation of driver training schools;

AND WHEREAS the *Driver Training and Driver Examination Regulation, Alberta Regulation 316/2002*, as amended, requires that every driver training school shall provide the Director with a surety bond or guaranty in the amount of \$10,000.00 in the form and manner approved;

NOW THEREFORE, the condition of this obligation is such that if the Principal shall comply with the provisions of the *Driver Training and Driver Examination*, as amended from time to time, and further shall satisfactorily account to any and all persons who enter into agreements with the Principal, and shall satisfy all claims which have become final against the Principal in any action brought in respect of any course of instructions, or any contract for a course of instruction, then this obligations shall be void and of no effect, but otherwise shall be and remain in full force and effect.

IT IS AGREED that this bond shall cover only acts or omissions occurring during the term of this bond, as shown herein, and further that notice of liability under this bond shall be given by the Obligee to the Surety within twelve months from the termination or expiration of this bond.

AND PROVIDED that if the Surety shall at any time give ninety days notice in writing to the Principal and to Alberta Transportation, of its intention to put an end to the Suretyship hereby entered into, then this bond and all accruing responsibility hereunder shall from and after the last day of such ninety days aforesaid cease and determine, but shall remain in full force and effect in respect of all acts, matters or things taking place, arising or done from the effective date of this bond to the said last day of such period.

SEALED with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:

\_\_\_\_\_  
Witness as to Principal's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Witness as to Surety's Signature

\_\_\_\_\_  
Surety's Signature

### Alberta Automobile Insurance Confirmation

This Automobile Insurance Confirmation is to be completed by the Insuring Company and filed with Alberta Transportation, Driver Programs and Licensing Standards

This Certificate issued on behalf of \_\_\_\_\_  
(Name of Insured)

\_\_\_\_\_  
(Address of the Insured)

Is evidence that an SPF #6 Non-Owned Automobile Liability Policy, pursuant to and in the form required by the Alberta Driver Training and Driver Examination Regulation (Alberta Regulation 316/2002), and in the amount specified below, is in full force and effect from the date specified herein. If this Policy is to be cancelled, or not renewed, or the liability limits reduced, fifteen days prior written notice will be given to Alberta Transportation, Driver Programs and Licensing Standards.

This Certificate is filed for the following Policy Number:

Effective Date:

Description of Filing: Legal Liability for Loss or Damage arising from the use or operation of any vehicle not owned in whole or in part or licensed in the name of the insured.

Limits of Liability (Minimum \$200,000):

Name of Insurance Company: \_\_\_\_\_

Address of Insurance Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized Insurance Company Representative:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Return to Alberta Transportation, Driver Programs and Licensing Standards**  
Room 130, 4999-98 Avenue NW  
Edmonton AB T6B 2X3  
Telephone: (780) 427-8901  
1st Floor, 803 Manning Road NE  
Calgary AB T2M 7M8  
Telephone: (403) 297-6679



## Driver Training School Vehicle Inspection Report

### Part 1

Date of Inspection:		
Vehicle Type: <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Truck <input type="checkbox"/> Truck Tractor <input type="checkbox"/> Other (Explain)		
Vehicle Description:	Year:	Licence Plate Number:
	Make:	Odometer Reading:
	Serial Number	
Registered Owner:	Name:	
	Address:	
	City	Postal Code
Telephone Number:		

### Part 2

OK	Reject		OK	Reject	
		Engine Doors / Latches			Bumpers
		Windshield / Other Glass			Doors / Emergency Exits / Latches
		Mirrors / Sun Visor			Lights (Head/Tail/Stop/Signal/Hazard/Other)
		Fuel Tank / Spout / Cap			Alternator
		Fuel Lines			Battery / Battery Cable
		Throttle / Return Spring			Starter, Fan Belts
		Exhaust System			Horn, Wipers
		Brake Drum / Shoes / Discs / Calipers			Instruments / Gauges / Warning Lights
		Brake Pedal Surface			Heater / Defroster
		Brake Fluid Lines			Hoses, Radiator, Heater
		Air Brake System:			Differential / Transaxle
		Compressor / Belts			Transmission
		Governor			Clutch
		Tanks			Steering
		Lines			U-Joints, Tie Rod Ends
		Hoses			Power Steering Fluid / Belts / Pump / Hoses
		Glad Hands			Ball Joints, Springs, Shocks
		Valves			Tires, Rims, Studs

I hereby certify that the vehicle described above has been mechanically inspected and that the items requiring repair have been replaced or repaired.

**THIS FORM IS NOT TO BE SIGNED OR ISSUED UNTIL ALL REJECTIONS ARE REPAIRED.**

\_\_\_\_\_  
Signature of Vehicle Inspection Mechanic

Mechanic's Trade Certificate Number

\_\_\_\_\_  
Signature of Owner or Representative or Owner

**NOTE: A copy of this report must be carried in the vehicle at all times and produced for inspection upon request.**





# Record of Licensed Instructors

Protected A (when completed)

This information is being collected to determine qualifications to be a licensed Driver Training School in the province of Alberta in accordance with the *Traffic Safety Act*, the *Driver Training and Driver Examination Regulation* and the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999 - 98 Avenue NW, Edmonton, AB T6B 2X3, Telephone: 780-427-8901, Fax: 780-427-0833 Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

### Please Print or Type

Name of Driver Training School: \_\_\_\_\_

Date of Submission yyyy-mm-dd: \_\_\_\_\_

Instructor's Name (Last, First)	Instructor's Licence No.	Instructor's Licence Expiry Date			Type(s) of Instruction (List All)	Senior Instr. ✓	Operator's Licence No.	Operator's Licence Expiry Date			Operator's Licence Class(es)
		Year	Month	Day				Year	Month	Day	

When updating this list, delete any instructors no longer employed by drawing a line through the instructor's name. Add new instructors to the list in the next blank space and fill in the appropriate information. Keep a copy on the school record.

### Administrative Use Only

Verified by: \_\_\_\_\_

Date yyyy-mm-dd: \_\_\_\_\_

Alberta Transportation <b>Driver Programs and Licensing Standards</b> <b>South Region</b> 1 <sup>st</sup> Floor, 803 Manning Road NE Calgary AB T2E 7M8 Telephone: 403-297-6679 Fax: 403-297-8682	Alberta Transportation <b>Driver Programs and Licensing Standards</b> <b>North Region</b> Room 109, 4999 - 98 Avenue NW Edmonton AB T6B 2X3 Telephone: 780-427-8901 Fax: 780-427-0833
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This information is being collected to determine qualifications to be a licensed Driver Training School in the province of Alberta in accordance with the *Traffic Safety Act*, the *Driver Training and Driver Examination Regulation* and the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999 - 98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901, Fax: 780-427-0833 Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

**Please Print or Type**

Name of Driver Training School: \_\_\_\_\_ Date of Submission (yyyy-mm-dd): \_\_\_\_\_

Vehicle No.	Year	Make	Plate No.	Serial Number	Color	Valid Insurance with 6d Endorsement	Vehicle Inspection Report within 12 months of date of this form
1						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Owner/Operator Vehicles (Non-Owned)**

Vehicle No.	Name of Registered Owner (Last, First)

When updating this list, delete any vehicles no longer in service by drawing a line through the Year and Make. Add new vehicles to the list in the next blank space. Fill in the appropriate information and use a check mark (✓) signifying the vehicle is covered with the 6d endorsement and has the required equipment. Keep a copy on the school record.

**Submit Current Copy with First Application and/or Each Renewal of Your Driver Training School Licence to the Appropriate Regional Office.**

Alberta Transportation  
**Driver Programs and Licensing Standards  
 South Region**  
 1<sup>st</sup> Floor, 803 Manning Road NE  
 Calgary AB T2E 7M8  
 Telephone: 403-297-6679

Alberta Transportation  
**Driver Programs and Licensing Standards  
 North Region**  
 Room 109, 4999 - 98 Avenue NW Edmonton  
 AB T6B 2X3  
 Telephone: 780-427-8901



TSIS Licence ID: \_\_\_\_\_



## Driving Instructor Licence Application

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Privacy Protection Act*, the *Traffic Safety Act*, and the *Driver Training Regulation (Alberta Regulation 316/2002)*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standard's policies and programs, including determining your qualifications to be a licensed Driving Instructor in the province of Alberta and will be shared with the training institute you identify for instructor training. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999 - 98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901, Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

First Application     Upgrade Application     Change of Address

**Please Print or Type - If the field is not applicable to you, please print or type N/A into it.**

Instructor's Licence Number	Last Name	First Name	Middle Name
Mailing Address		City/Town	Province    Postal Code
Primary Work Phone Number		Secondary Phone Number	<input type="checkbox"/> Home <input type="checkbox"/> Cellular
Date of Birth (yyyy-mm-dd)	Email Address		
Operator's Licence Number		Class of Licence	Licence Expiry Date (yyyy-mm-dd)
Currently Employed/Trained By (Name of Driver Training School - if none, leave blank, if more than one, add additional lines)			

**Check (✓) the type(s) of instruction for which application is made:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Class 1 Mandatory Entry-Level Training (MELT)  | <input type="checkbox"/> Advanced Driving                            | <input type="checkbox"/> Instructor Training (Train the Trainer)                   |
| <input type="checkbox"/> Class 2 Mandatory Entry-Level Training (MELT)  | Indicate the Classes: _____  | Indicate instruction Type(s): _____  |
| <input type="checkbox"/> Class 2-S Mandatory Entry-Level Training (MELT)  | <input type="checkbox"/> Air Brake Program                           | <input type="checkbox"/> Professional Driver Improvement Course Classroom          |
| <input type="checkbox"/> Class 3 Vehicle  | Indicate which institute you wish to attend for instructor training. | <input type="checkbox"/> Professional Driver Improvement Course Light Duty Vehicle |
| <input type="checkbox"/> Class 5 Vehicle  | <input type="checkbox"/> NAIT <input type="checkbox"/> SAIT          | <input type="checkbox"/> School Bus Driver Improvement Program                     |
| <input type="checkbox"/> Class 5 Classroom  | <input type="checkbox"/> Defensive Driving Classroom                 |  |
| <input type="checkbox"/> Class 6 Motorcycle: <i>Submit a driver's medical report unless you hold a valid Class 1, 2, or 4 operator's licence.</i> |  |  |

I hereby make application to Alberta Transportation for an Instructor's Licence, and certify that the information contained in this application is correct. I agree to abide by the provisions of the *Driver Training Regulation (Alberta Regulation 316/2002)*, and with directives contained within the Licensed Driver Training School Policies and Procedures manual. I authorize Alberta Transportation to review my driving record prior to licensing and at any time while I am licensed as an Instructor. I agree to notify Alberta Transportation of any changes in my operator's licence status or conditions that would affect my ability to legally operate a motor vehicle to conduct driver training. I agree to inform Alberta Transportation if I am charged and/or convicted of any criminal offence while I am licensed as an instructor. I agree that if my Instructor's Licence is suspended or cancelled, the driver training school(s) with which I am employed may be notified.

Date (yyyy-mm-dd): \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**YOU MUST PROVIDE THE APPROPRIATE REQUIRED SUPPORTING DOCUMENTATION WITH THIS APPLICATION AS OUTLINED IN THE LICENSED DRIVING INSTRUCTOR REQUIREMENTS INFORMATION SHEET.**

**MAIL/DELIVER THAT APPLICATION TO THE APPROPRIATE REGIONAL OFFICE.**

**CRIMINAL RECORD CHECKS THAT HAVE BEEN COPIED WILL NOT BE ACCEPTED.**

Alberta Transportation  
**Driver Programs and Licensing Standards**  
**South Region**  
 1<sup>st</sup> Floor, 803 Manning Road NE  
 Calgary AB T2E 7M8  
 Telephone: 403-297-6679

Alberta Transportation  
**Driver Programs and Licensing Standards**  
**North Region**  
 Suite 130 Twin Atria Building,  
 4999 - 98 Avenue NW  
 Edmonton AB T6B 2X3  
 Telephone: 780-427-8901

<b>ADMINISTRATION USE ONLY</b>				
<b>FIRST APPLICATION - WRITTEN TEST RESULTS</b>				
Number of Attempts			<input type="checkbox"/> ONE YEAR WAIT	
<b>General</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Test 1	%	%	%	Test 1 _____ Date (yyyy-mm-dd) _____ Administrator _____
2	%	%	%	
3	%	%	%	Test 2 _____ Date (yyyy-mm-dd) _____ Administrator _____
<b>Supplementary (Class _____)</b>				
Test 1	%	%	%	Test 3 _____ Date (yyyy-mm-dd) _____ Administrator _____
2	%	%	%	
3	%	%	%	
Air Brake Requirements:	<input type="checkbox"/> Successfully completed an approved air brake program, AND		<input type="checkbox"/> A certified Heavy Equipment Technician with air brake experience, OR	
	<input type="checkbox"/> Min. of 3 years experience operating vehicles with air brakes, OR		<input type="checkbox"/> Instructor employed by an educational institute that teaches air brake courses and is recognized under the <i>Post-Secondary Learning Act</i> .	
School Bus Driver Improvement Requirements:	<input type="checkbox"/> Class 1, 2, or 4 operator's licence with an "S" endorsement, AND		<input type="checkbox"/> An administrator providing school bus training, OR	
	<input type="checkbox"/> Min. of 3 years school bus driver experience during the past 5 years, OR		<input type="checkbox"/> A Class 2 or Class 2-S driver instructor's licence.	
Defensive Driving/ Professional Driver Improvement Course Requirements:	<input type="checkbox"/> Class 1, 2, 3, 4 or 5 non-GDL operator's licence, AND		<input type="checkbox"/> Received DDC/PDIC instructor training by a school licensed for instructor training, OR	
	<input type="checkbox"/> Min. of 3 years non-GDL driving experience, AND		<input type="checkbox"/> Received training and conducted at least 2 courses under the supervision of a senior instructor and is recommended the senior instructor.	
<input type="checkbox"/> Driver Record Verified: Current Demerit Points _____ As of: _____ (yyyy-mm-dd)				
<input type="checkbox"/> Operator's Licence Class: _____ or <input type="checkbox"/> Medical Approved / Expires: _____ (yyyy-mm-dd)				
<input type="checkbox"/> Medical on Driver Fitness & Monitoring File (Class 6)				
<input type="checkbox"/> No Outstanding Fines / Account Balances Verified <input type="checkbox"/> Proof of Payment				
<input type="checkbox"/> Original and Current (within 90 days of application submission) Criminal Record Check (including Vulnerable Sector Check/ Search) from an approved police agency				
<input type="checkbox"/> Test Waived: Reason: _____				
<input type="checkbox"/> Practical Examination Completed Successfully: _____ (yyyy-mm-dd)				
Approved Class(es) and/or Type(s) of Instruction: _____				
Restrictions: _____				
Assigned Instructor's Licence Number: _____ Expires: _____ (yyyy-mm-dd)				
Verified by: _____ On: _____ Licensing Officer/Administrator (yyyy-mm-dd)				

TSIS Licence ID: \_\_\_\_\_



## Driving Instructor Licence Renewal Application

This personal information is being collected to determine your qualifications to be a licensed Driving Instructor in the province of Alberta in accordance with the *Traffic Safety Act*, the *Driver Training and Driver Examination Regulation* and the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999 - 98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901, Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

**Please Print or Type - If the field is not applicable to you, please print or type N/A into it.**

Instructor's Licence Number	Last Name	First Name	Second Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address	City or Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	AB	<input type="text"/>

Primary Work Phone Number	Secondary Phone Number	Date of Birth	Year	Month	Day
<input type="text"/>	<input type="text"/>	<input type="radio"/> Home <input type="radio"/> Cellular	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Email Address (Email address mandatory. Applications will not be processed without an email address)**

Operator's Licence Number	Class of Licence	Licence Expiry Date yyyy-mm-dd
<input type="text"/>	<input type="text"/>	<input type="text"/>

Currently Employed By (Name of Driver Training School - if none, leave blank)

**Check (✓) the type(s) of instruction for which application is made: DPLS0027 form must be submitted** except for Advanced Driving and Instructor Training (Train the Trainer)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Class 1 Mandatory Entry-Level Training (MELT)   | <input type="checkbox"/> Air Brake Program   | <input type="checkbox"/> School Bus Driver Improvement Program   |
| <input type="checkbox"/> Class 2 Mandatory Entry-Level Training (MELT)   | <input type="checkbox"/> Defensive Driving (DDC) Classroom   | <input type="checkbox"/> Advanced Driving                        |
| <input type="checkbox"/> Class 2-S Mandatory Entry-Level Training (MELT) | <input type="checkbox"/> Professional Driver Improvement Course Classroom (PDIC)   | Indicate the Classes _____                                       |
| <input type="checkbox"/> Class 3 Vehicle                                 | <input type="checkbox"/> Professional Driver Improvement Course Light Duty Vehicle   | <input type="checkbox"/> Instructor Training (Train the Trainer) |
| <input type="checkbox"/> Class 5 Vehicle                                 |  | Indicate instruction Type(s) _____                               |
| <input type="checkbox"/> Class 5 Classroom                               |  |  |
| <input type="checkbox"/> Class 6 Motorcycle                              | <i>Submit a <b>driver's medical report</b>, unless you currently hold a valid Class 1, 2, or 4 driver licence; OR have previously submitted a medical report within the preceding five years up to age 45, preceding two years from age 45 to 65, preceding year after age 65.</i> |  |

**Total Instructional hours delivered within the 24 month period preceding this application.**

Hours gained through multiple schools and for multiple types of training must be indicated on separate sections. Please use the Add button to add a new section.

Type of Training	Name of School at which this instruction was given
<input type="text"/>	<input type="text"/>

Exact Hours Classroom	Exact Hours In-Yard (MELT)	Exact Hours In-Vehicle
<input type="text"/>	<input type="text"/>	<input type="text"/>

Confirmed by Senior Instructor or Driver Training School Management

Print Name	Signature
<input type="text"/>	<input type="text"/>

**Air Brake or School Bus Driver Improvement Program Renewal****Total number of course components delivered within the 24 month period preceding this application.**

Type of Training	Classroom Sessions	Practical Training Sessions	Practical Tests Conducted (if applicable)
<input type="radio"/> Air Brake <input type="radio"/> School Bus Driver Improvement Program	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of School at which this instruction was given

Confirmed by Senior Instructor or Driver Training School Management

Print Name

Signature

I hereby make application to Alberta Transportation for a Driving Instructor's Licence, and certify that the information contained in this application is correct. I agree to abide by the provisions of the *Driver Training and Driver Examination Regulation (Alberta Regulation 316/2002)*, and with directives contained within the Licensed Driver Training School Policies and Procedures manual. I authorize Alberta Transportation to review my driving record prior to licensing and at any time while I am licensed as an Instructor. I agree to notify Alberta Transportation of any changes in my operator's licence status or conditions that would affect my ability to legally operate a motor vehicle to conduct driver training. I agree to inform Alberta Transportation if I am charged and/or convicted of any criminal offence while I am licensed as an Instructor. I agree that if my Instructor's Licence is suspended or cancelled, the driver training school(s) with which I am employed may be notified.

Date yyyy-mm-dd

Signature

**Mail/Deliver the Application, DPLS0027 form(s), current original criminal record check and proof of Driving Instructor's licence fee payment (payable at any Registry Agent Office) and all applicable supporting documentation to the appropriate regional office as identified below. CRIMINAL RECORD CHECKS THAT HAVE BEEN COPIED OR FAXED WILL NOT BE ACCEPTED.**

Alberta Transportation  
**Driver Programs and Licensing Standards**  
**South Region**  
 1<sup>st</sup> Floor, 803 Manning Road NE  
 Calgary AB T2E 7M8  
 Telephone: 403-297-6679

Alberta Transportation  
**Driver Programs and Licensing Standards**  
**North Region**  
 Room 130, 4999 - 98 Avenue NW  
 Edmonton AB T6B 2X3  
 Telephone: 780-427-8901

**ADMINISTRATION USE ONLY**

<input type="checkbox"/>	Driving Record Verified: Current Demerit Points _____ As of: _____	_____	Date yyyy-mm-dd
<input type="checkbox"/>	Operator's Licence Class and Endorsements: _____		
<input type="radio"/>	Medical Approved / Expires _____	or	<input type="radio"/>
	Date yyyy-mm-dd		Date yyyy-mm-dd
<input type="checkbox"/>	Medical on Driver Fitness & Monitoring File (Class 6)		
<input type="checkbox"/>	No Outstanding Fines / Account Balances Verified		
<input type="checkbox"/>	Proof of Payment		
<input type="checkbox"/>	Original and Current Criminal Record Check		
Approved Class(es) and/or Type(s) of Instruction: _____			
Restrictions: _____			
Verified by:	_____	On:	_____
	Licensing Officer/Administrator		Date yyyy-mm-dd





## Control List

PLEASE PRINT OR TYPE

Driver Programs and Licensing Standards

Select Form Type:

Form Numbers:

DPLS0047 - Notice of Driver Education Course Completion From: \_\_\_\_\_ To: \_\_\_\_\_

DPLS0005 - Notice of Air Brake Program Course Completion From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Authorized Organization	Code/Certificate Number	Date of Issue (yyyy-mm-dd)
---------------------------------	-------------------------	----------------------------

No.	Student Name	Date (yyyy-mm-dd)	No.	Student Name	Date (yyyy-mm-dd)
01			26		
02			27		
03			28		
04			29		
05			30		
06			31		
07			32		
08			33		
09			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

EVERY form issued to an authorized organization must be accounted for. ALL COPIES of the specified form completed in error or damaged, etc., must be attached to this sheet and "VOID" entered on the corresponding line above.



**Control List**

PLEASE PRINT OR TYPE

Driver Programs and Licensing Standards

Select form type:

Form Numbers:

DPLS0047 - Notice of Driver Education Course Completion From: \_\_\_\_\_ To: \_\_\_\_\_

DPLS0005 - Notice of Air Brake Program Course Completion From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Authorized Organization	Code/Certificate Number	Date of Issue (yyyy-mm-dd)
---------------------------------	-------------------------	----------------------------

No.	Student Name	Date (yyyy-mm-dd)	No.	Student Name	Date (yyyy-mm-dd)
51			76		
52			77		
53			78		
54			79		
55			80		
56			81		
57			82		
58			83		
59			84		
60			85		
61			86		
62			87		
63			88		
64			89		
65			90		
66			91		
67			92		
68			93		
69			94		
70			95		
71			96		
72			97		
73			98		
74			99		
75			100		

EVERY form issued to an authorized organization must be accounted for. ALL COPIES of the specified form completed in error or damaged, etc., must be attached to this sheet and "VOID" entered on the corresponding line above.



# Declaration of Training

## Driving Instructor Applicant

Driving schools cannot charge instructor candidates for training unless that school has the X-endorsement (Train the Trainer). The applicant cannot instruct from the front seat of a live driving lesson. This form must be brought to the first knowledge test appointment. All relevant sections must be completed and signed by the Senior Instructor at the Driver Training School. Fraudulently completing this form may result in disciplinary action including cancellation.

**Name of Applicant** (please print): \_\_\_\_\_

**Driver Training School** (providing instruction): \_\_\_\_\_

Instructor Training Particulars:

### Type of Training

- Class 1 and Class 3
- Class 2
- Class 2-S
- Class 3
- Class 5
- Class 6

### Knowledge Testing

1. Reference Materials and Tests Studied:

- Today's Driving Manual
- Alberta *Traffic Safety Act* and the following related Regulations:
  - Operator Licensing and Vehicle Control Regulation*
  - Vehicle Equipment Regulation*
  - Driver Training and Driver Examination Regulation*
  - Use of Highway and Rules of the Road Regulation*
- Driver's Guide to Operation, Safety and Licensing
- Rider's Guide to Operation, Safety and Licensing
- Commercial Guide to Operation, Safety and Licensing
- Driving Instructor Training Guide

\_\_\_\_\_  
Senior Instructor Signature

Licensed Driving Instructor Number: \_\_\_\_\_

### In-Vehicle

2.  Personal Driving Instruction Received \_\_\_\_ hours (Minimum 2 hours)  
 Commentary \_\_\_\_ hours (Minimum 2 hours)
3.  In-Vehicle Observation:  Applicant & Instructor \_\_\_\_ hours (Combined Min 10 hours)  
 Applicant & Instructor & Student \_\_\_\_ hours
4.  Practice Instructing:  Applicant & Instructor \_\_\_\_ hours (Minimum 4 hours)

**TOTAL: Minimum 18 hours**

5. List Name of Senior Instructor(s) providing training, hours and date of training:

Applicant  
Initials

Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____
Name: _____	Hours: _____	Date: _____	_____

**Other**

6.  Identify Other Training:     DDC     PDIC     Classroom

**Classroom (if applicable):**

7.  Classroom Observation:    \_\_\_\_\_ hours (must observe minimum 30 hours)  
 Classroom Teaching:    \_\_\_\_\_ hours (must be observed for minimum 30 hours by S.I)

List Name of Instructor(s) and classroom lesson each provided:

Name: _____	Module / Hours: _____	Date: _____
Name: _____	Module / Hours: _____	Date: _____
Name: _____	Module / Hours: _____	Date: _____
Name: _____	Module / Hours: _____	Date: _____
Name: _____	Module / Hours: _____	Date: _____
Name: _____	Module / Hours: _____	Date: _____
Name: _____	Module / Hours: _____	Date: _____

**Acknowledgment**

I hereby declare that I affirm that the applicant named above has received the minimum required training in preparation for the instructor knowledge and practical examinations indicated above. I also declare that no compensation was received for this training (except for Driver Training Schools holding the X endorsement).

\_\_\_\_\_  
Signature of Senior Instructor

\_\_\_\_\_  
Date (YYY-MMM-DD)

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs, including quality control of the Alberta Class 5 Curriculum. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901, Fax: 780-427-0833, or E-mail: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca).

Ensure this form is complete and legible. Use this form only when classroom and in-vehicle training are provided by different driver training schools. This form must be completed by the school providing classroom training.

Student Name ( <i>Last, First, Middle</i> )				
Date of Registration ( <i>yyyy-mm-dd</i> )		Alberta Operator's Licence Number		Class of Licence
Address				City / Town
Province	Postal Code	Home Phone No.	Cell Phone No.	E-mail Address

### For School Use Only

**Instructions:**

Complete the following information detailing the student's classroom instruction and forward it to the driver training school responsible for in-vehicle training.

Name of Driver Training School Providing Classroom Training	School Code
---	-------------

Date	Start Time (24 hr clock)	End Time (24 hr clock)	Hours

Total Hours
-------------

Knowledge Test Score
----------------------

I certify that the information presented above is complete and accurate. I also certify that I administered and scored the Knowledge Test.

---

 Signature of Classroom Instructor

---

 Instructor Licence Number

---

 Date (*yyyy-mm-dd*)

*The following section should only be signed once the student has completed the required number of hours of classroom instruction.*

I, the undersigned, do hereby certify the course of instruction I received contained a minimum of 15 hours (excluding breaks) of classroom theory instructions.

---

 Student Signature

---

 Date (*yyyy-mm-dd*)

# Licensed Driving Instructor Record of Instruction

Protected A (when completed)

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Education and Examination Standards' policies and programs. Questions about the collection of this information may be directed to Alberta Transportation, Driver Education and Examination Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901 or Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca).

Please complete this section

Name of Driver Training School

Instructor Name (Last, First, Middle)   Select the box if you are a Senior Instructor at the school

Instructor Licence Number (LDI-xxxxxx)  Licence Expiry Date yyyy-mm-dd

Please complete this form with your instruction record from the last 24 months and submit it with the Driving Instructor Licence Renewal Application (DPLS0009). Hours from instructing various licence Classes are grouped by classroom, in-vehicle, or if you are a senior instructor.

**A new Record of Instruction form must be used for each school of employment.**

Select the type of training for which the record of instruction form applies to

- Class 1 Mandatory Entry-Level Training (MELT)
  - Class 2 Mandatory Entry-Level Training (MELT)
  - Class 2-S Mandatory Entry-Level Training (MELT)
  - Class 3 Vehicle
  - Class 5 Vehicle
  - Class 5 Classroom
  - Class 6 Motorcycle
  - Air Brake Program
  - Defensive Driving Course (DDC) Classroom
  - Professional Driver Improvement Course Classroom (PDIC)
  - Professional Driver Improvement Course Light Duty Vehicle
  - School Bus Driver Improvement Program
  - Advanced Driving
- Indicate the Classes \_\_\_\_\_

	Date yyyy-mm	Hours of Classroom Instruction with Students	Hours of Instructor Classroom Training and Monitoring For Senior Instructor Only	Hours of In-Vehicle Instruction with Students	Hours of Instructor In-Vehicle Training and Monitoring For Senior Instructor Only
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

18					
19					
20					
21					
22					
23					
24					
<b>Total per Type of Training:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Combined:</b>		<b>0</b>		<b>0</b>	

Date yyyy-mm-dd

Instructor Signature

Date yyyy-mm-dd

Senior Instructor Signature

Archived

# Classroom Curriculum Outline and Approval Checklist

Driver Training School Name	Date of Submission (yyyy-mm-dd)
-----------------------------	---------------------------------

Please use the following checklist to ensure that your curriculum meets all of the development requirements:

1.  This Curriculum Outline document must be completed and provided with curriculum submission.
2.  A copy of the electronic presentation, instructor's guide and student's guide must be submitted electronically on a portable media storage device to the Edmonton DPLS location in order for the curriculum to be reviewed.
3.  **Standardized use** of formatting (style type, bullets, fonts, etc.)
4.  **Edit for reading level** of approximately grade 8.
5.  **Edit** for proper use of **grammar, spelling and sentence structure**.
6.  Information must be complete as per curriculum outline identified in the Licensed Driver Training School Policies and Procedures Manual.
7.  Information must be **accurate**.
8.  **Learning objectives** must be identified for each section.
9.  **Sources must be identified** for statistics, quotes, figures and multimedia in the presentation.
10.  Curriculum must be **comprehensive and appropriate for a 15-hour program**.
11.  Each section in the curriculum must indicate the **time spent in class on each topic**.

**NOTE:** If your driver training school only wishes to provide in-vehicle training, a letter from the contracted driver training school who will oversee the classroom education of Class 5 students must be provided to Driver Programs and Licensing Standards.

## Classroom Curriculum Outline

**Presentation Total Time (excluding Final Exam):** \_\_\_\_\_ Hours

Indicate, in the following table, the page or slide number(s) in your instructor's guide, student's guide and electronic presentation where the following information is covered.

### 1. Introduction

Page or Slide Number(s)			Topics	Time Allotted (min): _____	DPLS Office Use
Instructor's Guide	Student's Guide	Electronic Presentation			
			Introduction		<input type="checkbox"/>
			Curriculum Overview		<input type="checkbox"/>
			Driver Training School Policies and Expectations		<input type="checkbox"/>
			Course Completion Certificate Requirements		<input type="checkbox"/>

### 2. Licensing

Page or Slide Number(s)			Topics	Time Allotted (min): _____	DPLS Office Use
Instructor's Guide	Student's Guide	Electronic Presentation			
			Earning a Class 5 or 7 Operator's Licence		<input type="checkbox"/>
			GDL Conditions and Restrictions		<input type="checkbox"/>
			How to Lose a Class 5 or 7 Operator's Licence		<input type="checkbox"/>
			Demerit Point System		<input type="checkbox"/>
			Traffic Laws		<input type="checkbox"/>
			Traffic Conviction Consequences		<input type="checkbox"/>



**3. Driver**

Page or Slide Number(s)			Topics	Time Allotted (min): _____	DPLS Office Use
Instructor's Guide	Student's Guide	Electronic Presentation			
			Personal Factors Affecting Driving (i.e. attitudes, beliefs)		<input type="checkbox"/>
			Social Factors Affecting Driving (i.e. speeding)		<input type="checkbox"/>
			Physical Factors Affecting Driving (i.e. health, vision, fatigue)		<input type="checkbox"/>
			Distracted Driving (include legislation)		<input type="checkbox"/>
			Effects of Alcohol and Drugs		<input type="checkbox"/>
			Consequences of Driving Impaired		<input type="checkbox"/>
			Reaction Time		<input type="checkbox"/>

**4. Vehicle**

Page or Slide Number(s)			Topics	Time Allotted (min): _____	DPLS Office Use
Instructor's Guide	Student's Guide	Electronic Presentation			
			Instrument Panel		<input type="checkbox"/>
			Gears		<input type="checkbox"/>
			Safety Features (i.e. airbags, seat belts)		<input type="checkbox"/>
			Signal Lights		<input type="checkbox"/>

**5. Rules of the Road**

Page or Slide Number(s)			Topics	Time Allotted (min): _____	DPLS Office Use
Instructor's Guide	Student's Guide	Electronic Presentation			
			Traffic Control Lights		<input type="checkbox"/>
			Traffic Control Signs		<input type="checkbox"/>
			Pavement Markings		<input type="checkbox"/>
			Sharing the Road with Other Users		<input type="checkbox"/>
			Left and Right Turns		<input type="checkbox"/>
			Intersections (i.e. one-way, two-way, traffic circle, uncontrolled, courtesy corners)		<input type="checkbox"/>
			Changing Lanes and Passing		<input type="checkbox"/>
			Parking		<input type="checkbox"/>

**6. Collision Avoidance**

Page or Slide Number(s)			Topics	Time Allotted (min): _____	DPLS Office Use
Instructor's Guide	Student's Guide	Electronic Presentation			
			Collision Statistics		<input type="checkbox"/>
			Defensive Driving		<input type="checkbox"/>
			Scanning (i.e. ground search, eye-lead time, mirror checks)		<input type="checkbox"/>
			Blind Spots		<input type="checkbox"/>
			Space Cushion		<input type="checkbox"/>
			Skids, hydroplaning		<input type="checkbox"/>
			Low Visibility Driving (i.e. night driving, headlight use, fog, snow)		<input type="checkbox"/>

**7. Fuel Efficiency**

Page or Slide Number(s)			Topics	Time Allotted (min): _____	DPLS Office Use
Instructor's Guide	Student's Guide	Electronic Presentation			
			Social Responsibility		<input type="checkbox"/>
			Driving Techniques		<input type="checkbox"/>
			Vehicle Maintenance		<input type="checkbox"/>
			Choosing a Vehicle		<input type="checkbox"/>

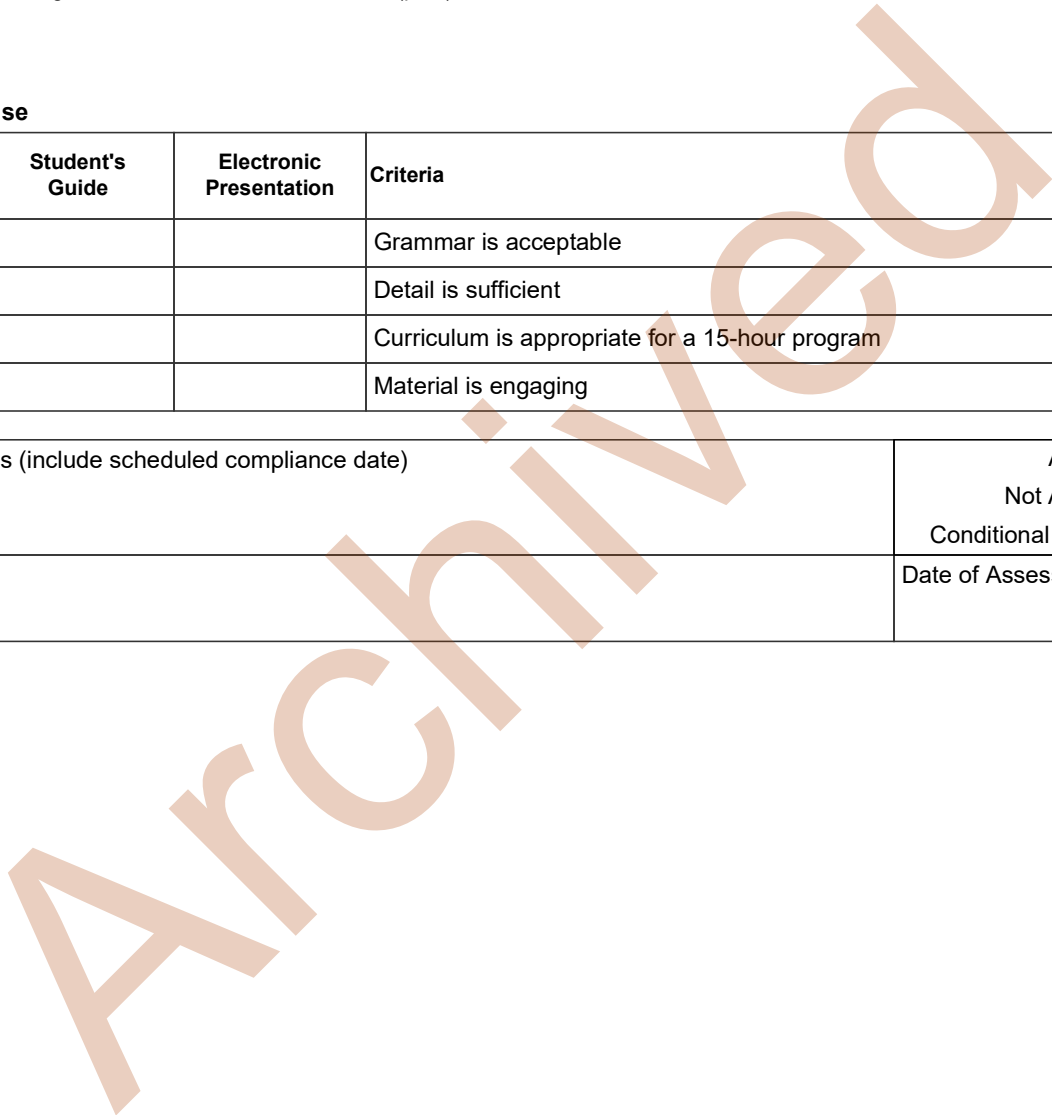
\_\_\_\_\_  
Name of Driver Training School Owner or Senior Instructor (print)

\_\_\_\_\_  
Signature of Driver Training School Owner or Senior Instructor

**For DPLS Office Use**

Instructor's Guide	Student's Guide	Electronic Presentation	Criteria	DPLS Office Use
			Grammar is acceptable	<input type="checkbox"/>
			Detail is sufficient	<input type="checkbox"/>
			Curriculum is appropriate for a 15-hour program	<input type="checkbox"/>
			Material is engaging	<input type="checkbox"/>

Approval Conditions (include scheduled compliance date)	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Conditional Approval <input type="checkbox"/>
Assessed by	Date of Assessment





# Driving In-Vehicle Evaluation Report (D.R.I.V.E.R.)

Student Name (Last, First, Middle Initial)		<input type="checkbox"/> Male <input type="checkbox"/> Female	Name of Driving School	
Address	Pick Up At: <input type="checkbox"/> Home <input type="checkbox"/> Other _____	Address		
City/Town	Province	Postal Code	City/Town	Province
Postal Code			Postal Code	
10-Digit Home Phone Number	10-Digit Cellular/Other Number	10-Digit Office Phone Number	10-Digit Fax Number	

<b>Student/Client Licence Information</b>	Operator's Licence Number _____	Date of Birth _____	Condition Code _____
		yyyy-mm-dd	
<input type="checkbox"/> Class 7	<input type="checkbox"/> Class 5 - GDL	<input type="checkbox"/> Class 5	<input type="checkbox"/> Other _____
Issue Date _____	Expiry Date _____		
	yyyy-mm-dd	yyyy-mm-dd	

In-Vehicle	Name of Instructor																														
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">yyyy-mm-dd</td> <td style="width: 15%; text-align: center;">From</td> <td style="width: 15%; text-align: center;">To</td> <td style="width: 15%;"></td> </tr> <tr> <td>1. Date _____</td> <td>Time _____</td> <td style="text-align: center;">-</td> <td>_____</td> <td></td> </tr> <tr> <td><b>Initials:</b></td> <td>Instructor _____</td> <td></td> <td>Student _____</td> <td></td> </tr> </table>		yyyy-mm-dd	From	To		1. Date _____	Time _____	-	_____		<b>Initials:</b>	Instructor _____		Student _____		<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">yyyy-mm-dd</td> <td style="width: 15%; text-align: center;">From</td> <td style="width: 15%; text-align: center;">To</td> <td style="width: 15%;"></td> </tr> <tr> <td>1. Date _____</td> <td>Time _____</td> <td style="text-align: center;">-</td> <td>_____</td> <td></td> </tr> <tr> <td><b>Initials:</b></td> <td>Instructor _____</td> <td></td> <td>Student _____</td> <td></td> </tr> </table>		yyyy-mm-dd	From	To		1. Date _____	Time _____	-	_____		<b>Initials:</b>	Instructor _____		Student _____	
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<b>Initials:</b>	Instructor _____		Student _____																												
6. Date _____	Time _____	-	_____																												
<b>Initials:</b>	Instructor _____		Student _____																												
7. Date _____	Time _____	-	_____																												
<b>Initials:</b>	Instructor _____		Student _____																												
8. Date _____	Time _____	-	_____																												
<b>Initials:</b>	Instructor _____		Student _____																												
9. Date _____	Time _____	-	_____																												
<b>Initials:</b>	Instructor _____		Student _____																												
10. Date _____	Time _____	-	_____																												
<b>Initials:</b>	Instructor _____		Student _____																												
<b>Total Hours</b> _____	<b>Final Grade</b> _____																														

## General Information

Course Registration Date (yyyy-mm-dd) \_\_\_\_\_

Check appropriate box(es)

Class 7 and 5-GDL (requires a minimum of 15 hours classroom and 10 hours in-vehicle.)

Class 5 non-GDL (requires a minimum of 15 hours classroom and 6 hours in-vehicle.)

Other \_\_\_\_\_

Automatic     Manual Shift

Classroom	Name of Instructor																																																																						
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4. Date _____	Time _____	-	_____																																																																				
5. Date _____	Time _____	-	_____																																																																				
6. Date _____	Time _____	-	_____																																																																				
<b>Total Hours</b> _____	<b>Final Grade</b> _____																																																																						

## Course Completion Certificate

Number \_\_\_\_\_ Issue Date \_\_\_\_\_

**A** (8.0-9.0) - Student exceeds the requirements.

**B 7.5** - Student meets the requirements.

**C** (6.0-7.0) - Suggest student obtain additional practice with a fully licenced driver.

**D** (4.0-5.0) - Suggest student obtain additional professional driver education.

**Overall Rating for Driver Education course:**

This information is being collected to allow Alberta Transportation, Driver Programs and Licensing Standards (DPLS) to administer the driver education program. The collection of this information is governed by the Freedom of Information and Protection of Privacy (FOIP) Act. Please contact DPLS - Edmonton at 780-427-8901 or Calgary at 403-297-6679 during regular office hours if you have any questions about the collection and use of this information.

REPORT CARD PAGE 1



Student Name \_\_\_\_\_

Overall Skills		Hours				
		2	4	6	8	10
<b>Vehicle-Handling (Psychomotor) Skills</b>						
Steering						
Braking						
Speed Control						
<b>Scanning (Space)</b>	Rear					
	Peripheral					
	Front					
<b>Visual Skills</b>	Tracking					
	Intersections					
	Turns					
	Parking/Backing					
<b>Knowledge (Cognitive) Skills</b>						
Judgment - Time						
Judgment - Space						
Judgment - Right of Way						
Decision-Making/Planning						
<b>Traffic</b>	Signs					
	Lights					
	Markings					
Rules of the Road						
Commentary						
<b>Awareness (Perceptual) Skills</b>						
Hazard Awareness						
Hazard Management						
Risk Assessment						
Commentary						
<b>Grades - Overall Skills</b>						
4.0 - Student vehicle-handling and/or theory require <b>continuous</b> instructor assistance						
5.0 - Student vehicle-handling and/or theory require <b>frequent</b> instructor assistance						
6.0 - Student vehicle-handling, theory, and perceptual skills require <b>occasional</b> instructor assistance						
7.0 - Student vehicle-handling, theory and perceptual skills require <b>minimal</b> instructor assistance						
7.5 - Student performs <b>independently</b> 75% of the time						
8.0 - Student performs <b>independently</b> 80% of the time						
9.0 - Student performs <b>independently</b> 90% of the time						
<b>Note - Important Information</b>						
Factors that may affect the Suggested Lesson Plan						
<ul style="list-style-type: none"> <li>• student ability</li> <li>• practice time</li> <li>• location</li> </ul>						
New drivers require a minimum of 2-3 practice hours for each lesson hour.						
Some students will require more than ten hours of in-vehicle training to acquire the skills and experience necessary to become a safe and competent driver.						

Instructor Codes - New Activity					
1 - Theory through illustration and/or observation ( <b>Cognitive</b> )					
2 - Practical demonstration ( <b>Psychomotor</b> )					
3 - Both 1 and 2					
Each number (2, 4, 6, 8, 10) represents 2 hours (check the box below when the activity is covered)					
Hours					Suggested Lesson Plan and Activities
2	4	6	8	10	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-trip/Under the Hood (Exterior)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic Habits (Interior)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstration Drive/Demo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Start and Stop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lane Changing/Blind Zone Check
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Right
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Left
<input type="checkbox"/>					Lesson 1 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 2 (Hours 3-4) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intersections (Control/Uncontrolled)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multi-Lane Roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Controlled Intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Multi-Lane Intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clutch/Shifting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parallel Parking
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Angle/Perpendicular Parking
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Up/Down Hill Parking
<input type="checkbox"/>					Lesson 2 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 3 (Hours 5-6) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One-Way Streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Railway Crossings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Circles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highway/Freeway Driving
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Awareness/Commentary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Management/Commentary
<input type="checkbox"/>					Lesson 3 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 4 (Hours 7-8) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Merging/Weave Zones
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 & 3 Point Turns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adverse Conditions/After Dark
<input type="checkbox"/>					Lesson 4 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 5 (Hours 9-10) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Downtown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Independent Driving
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		_____
<input type="checkbox"/>					Lesson 5 Review
<input type="checkbox"/>					Overall In-Vehicle Review

OVERALL SKILLS

PAGE 2

Student Name \_\_\_\_\_

Overall Skills		Hours				
		2	4	6	8	10
<b>Vehicle-Handling (Psychomotor) Skills</b>						
Steering						
Braking						
Speed Control						
<b>Scanning (Space)</b>	Rear					
	Peripheral					
	Front					
<b>Visual Skills</b>	Tracking					
	Intersections					
	Turns					
	Parking/Backing					
<b>Knowledge (Cognitive) Skills</b>						
Judgment - Time						
Judgment - Space						
Judgment - Right of Way						
Decision-Making/Planning						
<b>Traffic</b>	Signs					
	Lights					
	Markings					
Rules of the Road						
Commentary						
<b>Awareness (Perceptual) Skills</b>						
Hazard Awareness						
Hazard Management						
Risk Assessment						
Commentary						
<b>Grades - Overall Skills</b>						
4.0 - Student vehicle-handling and/or theory require <b>continuous</b> instructor assistance						
5.0 - Student vehicle-handling and/or theory require <b>frequent</b> instructor assistance						
6.0 - Student vehicle-handling, theory, and perceptual skills require <b>occasional</b> instructor assistance						
7.0 - Student vehicle-handling, theory and perceptual skills require <b>minimal</b> instructor assistance						
7.5 - Student performs <b>independently</b> 75% of the time						
8.0 - Student performs <b>independently</b> 80% of the time						
9.0 - Student performs <b>independently</b> 90% of the time						
<b>Note - Important Information</b>						
Factors that may affect the Suggested Lesson Plan						
<ul style="list-style-type: none"> <li>• student ability</li> <li>• practice time</li> <li>• location</li> </ul>						
New drivers require a minimum of 2-3 practice hours for each lesson hour.						
Some students will require more than ten hours of in-vehicle training to acquire the skills and experience necessary to become a safe and competent driver.						

Instructor Codes - New Activity					
1 - Theory through illustration and/or observation ( <b>Cognitive</b> )					
2 - Practical demonstration ( <b>Psychomotor</b> )					
3 - Both 1 and 2					
Each number (2, 4, 6, 8, 10) represents 2 hours (check the box below when the activity is covered)					
Hours					Suggested Lesson Plan and Activities
2	4	6	8	10	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-trip/Under the Hood (Exterior)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic Habits (Interior)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstration Drive/Demo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Start and Stop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lane Changing/Blind Zone Check
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Right
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Left
<input type="checkbox"/>					Lesson 1 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 2 (Hours 3-4) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intersections (Control/Uncontrolled)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multi-Lane Roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Controlled Intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turns - Multi-Lane Intersections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clutch/Shifting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parallel Parking
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Angle/Perpendicular Parking
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Up/Down Hill Parking
<input type="checkbox"/>					Lesson 2 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 3 (Hours 5-6) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One-Way Streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Railway Crossings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Circles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highway/Freeway Driving
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Awareness/Commentary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Management/Commentary
<input type="checkbox"/>					Lesson 3 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 4 (Hours 7-8) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Merging/Weave Zones
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 & 3 Point Turns
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adverse Conditions/After Dark
<input type="checkbox"/>					Lesson 4 Review
<input type="checkbox"/>	<input type="checkbox"/>				Lesson 5 (Hours 9-10) Preview
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Downtown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Independent Driving
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		_____
<input type="checkbox"/>					Lesson 5 Review
<input type="checkbox"/>					Overall In-Vehicle Review

Student Name \_\_\_\_\_

<b>Comments</b>					
	Lesson 1 (Hours 1-2)	Lesson 2 (Hours 3-4)	Lesson 3 (Hours 5-6)	Lesson 4 (Hours 7-8)	Lesson 5 (Hours 9-10)
<b>Psychomotor</b>					
Steering					
Braking					
Speed Control					
Scanning - Rear					
Scanning - Sides					
Scanning - Front					
Visual - Tracking					
Visual - Intersections					
Visual - Turns					
Visual - Parking/Backing					
<b>Cognitive</b>					
Judgment - Time					
Judgment - Space					
Judgment - Right of Way					
Decision-Making					
Traffic - Signs					
Traffic - Lights					
Traffic - Markings					
Rules of the Road					
Commentary					
<b>Perceptual</b>					
Hazard Awareness					
Hazard Management					
Risk Assessment					
Commentary					





## Air Brake Course Student Record

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs, including quality control of the Alberta Air Brake Program. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, Fax 780-427-0833, or Email [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca).

Please PRINT or type

Student Name ( <i>Last, First, Second</i> )		Date of Registration ( <i>yyyy-mm-dd</i> )	
Mailing Address		Date of Birth ( <i>yyyy-mm-dd</i> ) - -	
City/Town	Province/Territory	Postal Code	
Email Address		Home Telephone Number	Cell Telephone Number
Operator's Licence Number	Province/Territory	Class of Licence	Conditions/Endorsements

### Authorized Organization Only

#### Instructions:

Ensure this form is complete and legible. Attach the Air Brake Practical Test and the Training School / Agency copy of the Notice of Air Brake Program Completion form. The Air Brake Participant List can be filed separately. When issuing the Notice of Air Brake Program Completion, the student must sign the declaration.

Event or Document	Notes	Date Completed or Issued
Classroom Session	Indicate the date it was completed. Classroom session is a prerequisite for the practical training session.	Completion Date ( <i>yyyy-mm-dd</i> )
Practical Training Session	Indicate the date it was completed. Practical training session is a prerequisite for the test.	Completion Date ( <i>yyyy-mm-dd</i> )
Practical Test	Indicate the date it was successfully completed. Attach Air Brake Practical Test (DPLS0003).	Successful Completion Date ( <i>yyyy-mm-dd</i> )
Notice of Air Brake Program Completion	Issued upon successful completion of the classroom session, practical training session and practical test.	Issue Date ( <i>yyyy-mm-dd</i> )
DPLS0005	The "Training School/Agency" copy must be kept.	Form Number

### Student Declaration

I, the undersigned, do hereby certify the course of instruction I received contained:

1. A minimum of 6.5 hours (excluding breaks) of theory instruction, including a demonstration using an approved Government of Alberta air brake board, which includes the functions of a trailer.
2. Having personally performed two practice brake adjustments using a foundation brake display stand.
3. An instructor demonstration, on a tractor-trailer unit, of the correct method of performing:
  - an air brake pre-trip inspection; and
  - maintaining and confirming brake adjustment.
4. Having personally performed two practice air brake pre-trip inspections and two practices of the methods of maintaining and confirming brake adjustments, on a tractor-trailer unit.
5. A practical test of my personal ability to perform an air brake pre-trip inspection and maintain and confirm brake adjustment on a tractor-trailer unit.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date (*yyyy-mm-dd*)



## Air Brake Practical Test

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs, including quality control of the Alberta Air Brake Program. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, Fax 780-427-0833, or Email [trans.driver\\_prog@gov.ab.ca](mailto:trans.driver_prog@gov.ab.ca).

Please **PRINT** Time Limit: 15 minutes

Student Name: \_\_\_\_\_

Student Operator's Licence Number \_\_\_\_\_

Date (yyyy-mm-dd) \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

Test Score

Retest\* Score

Instructor:  if done incorrectly

### Tractor Protection System:

(Leave the engine off with the key in the "run" position and **confirm wheels are chocked.**)

- Push the trailer air supply valve (red button); park control valve (yellow button) should be pulled.
- Disconnect **both** air lines to the trailer.
- Confirm if low air pressure warning comes on by 60 PSI (414 kPa). (May also be checked in the Supply Circuit section).
- Confirm if trailer air supply valve (red button) "pops" out at 40-60 PSI (276-414 kPa) or higher.
- Apply and hold foot or hand valve; no air should leak from the open trailer service line.

5%

5%

5%

5%

5%

5%

5%

5%

5%

5%

### Park Control Valve:

- Push park control valve (yellow button) and pump the foot valve.
- Confirm if park control valve (yellow button) "pops" out at 20-45 PSI (138-311 kPa).
- Reconnect **both** air lines to the trailer.

5%

5%

5%

5%

5%

5%

### Supply Circuit:

(Start the engine and run at a fast idle around 1200 RPM.)

- Perform compressor build-up test; 50 to 90 PSI (345 to 621 kPa) within 3 minutes.
- Build air pressure to maximum to confirm governor cut-out at 120-135 PSI (828-931 kPa).
- Pump service brakes to reduce air pressure until governor cuts in. Confirm cut-in is 20-25 PSI (138-172 kPa) less than cut-out pressure.

5%

5%

5%

5%

5%

5%

### Air System Leaks:

- Push both park control valves and rebuild air pressure.
- Turn off the engine.
- Apply and **firmly hold** a full service brake application for 2 minutes.
- Maximum 4 PSI (28 kPa) loss for power units, plus an additional 2 PSI (14 kPa) per trailer, after the system stabilizes.

5%

5%

5%

5%

5%

5%

5%

5%

### Brake Adjustment:

- Full service brake application to maintain the adjustment of the automatic slack adjusters.
- Confirm brake adjustment on both brakes of one axle.

15%

15%

10%

10%

**Total:** (25% or more incorrect marks result in a failed test)

\_\_\_\_\_ %

\_\_\_\_\_ %

### Test

Instructor Name	Instructor Licence/Certificate Number	Instructor Signature	Student Signature
-----------------	---------------------------------------	----------------------	-------------------

### Retest

Instructor Name	Instructor Licence/Certificate Number	Instructor Signature	Student Signature
-----------------	---------------------------------------	----------------------	-------------------

## Air Brake Participant List

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs, including quality control of the Alberta Air Brake Program. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, Fax 780-427-0833 or Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca).

Please PRINT or type

Name of Training School or Agency		
Classroom Instructor	Location of the Classroom	
Classroom Date(s)	Classroom Time(s) Started	Classroom Time(s) Ended

	Student Name (Last, First)	Operator's Licence Number	Practical Training Session Date (yyyy-mm-dd)	Practical Training Session Instructor Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

This form must be kept with the other Air Brake Program forms, as outlined the program's policy and procedures, and is subject to Driver Programs and Licensing Standards inspections.

Affix Microfilm Sticker Here

# Government of Alberta

## Notice of Air Brake Program Completion

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs, including quality control of the Alberta Air Brake Program. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, or Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

**Original Must Be Presented to Registry Agent**

**Q00001**

To take the air brake knowledge test, present this original form and government issued photo identification to a Registry Agent. There will be a government fee and a Registry Agent service charge for each attempt.

Please PRINT or type

Student Name ( <i>Last, First, Second</i> ) Example Driving School ABC		Date of Issue ( <i>yyyy-mm-dd</i> )
Operator's Licence Number	Date of Birth ( <i>yyyy-mm-dd</i> )	
Name of Training School / Agency		Training School / Agency Code Number 123456
Classroom Instructor Name ( <i>Last, First, Second</i> ) Example Instructor		Practical Test Instructor Name ( <i>Last, First, Second</i> ) Example Practical Instructor
<p>I certify that the student named above has successfully completed the classroom session, practical training session and practical test of the Alberta Air Brake Program course in compliance with standards established by Alberta Transportation.</p>		<p>_____ Signature of Authorized School / Agency Representative</p>
<p>Date Course Completed (<i>yyyy-mm-dd</i>)</p>		<p>_____ Print Name</p>

### Registry Agent Section To Be Completed Upon Successful Completion Of The Air Brake Knowledge Test

<p>The student named above has successfully completed the knowledge test of the Alberta Air Brake Program in compliance with standards established by Alberta Transportation.</p> <p>P# <u>123</u></p>	<p><b>SAMPLE</b> Stamp</p>
--	--------------------------------

**Note to Students:** This form is valid for 12 months from the date of passing the knowledge test. If this form is lost or expired, contact your air brake training school/agency. This form does not enable you to operate vehicles equipped with air brakes. You must have your operator's license appropriately endorsed at a registry agent office.

**Note to Registry Agent:** The original must be returned to the client and a photocopy must be submitted for imaging.

## Driver Education Incentive Program Agreement

Name of Driver Training School		
Physical Address	City/Town	Postal Code
Name of School Owner/Manager	(    )	Telephone Number

As a participant in the Driver Education Incentive Program, I agree to:

1. Cover all subjects included in the curriculum prescribed by Alberta Transportation to each student enrolled in this program.
2. Issue a Notice of Driver Education Course Completion Certificate (DPLS0047) only to a student who has completed:
  - a. 15 hours of classroom instruction; and
  - b. 10 hours of behind-the-wheel instruction; or
  - c. In lieu of "b", 6 hours behind the wheel instruction only in the case of a student holding a Class 5 or higher operator's licence prior to enrollment.
3. Provide each qualifying student with the "student copy" of the Notice of Driver Education Course Completion Certificate. The student may then present this certificate to their Insurance Company.
4. Adhere to all requirements of the Driver Training and Driver Examination Regulation under the Traffic Safety Act.

I understand my authorization to deliver the Driver Education Incentive program is conditional upon my compliance with the above terms. If my authority to deliver this program is rescinded for any reason, or I otherwise cease to offer the program, I will immediately return to Alberta Transportation all materials provided by them relative to this program.

Signature of Owner/Manager	Date
----------------------------	------

Copy provided to Driver Training School Owner/Manager:  Yes



## Notice of Driver Education Course Completion

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901.

**To be filled in upon completion of the Driver Education Course. Please PRINT or type.**

Date of Issue      year      month      day

123456

Name of Student (Last, First, Second)

Example, Student

Operator's Licence Number

1234-56

Date of Birth      year      month      day

Birth

Name of Training School or Agency

School or Agency Code Number

**THIS FORM IS VOID IF MORE THAN ONE BOX IS CHECKED:**

- Class 1 Mandatory Entry-Level Training (MELT)
- Class 2 Mandatory Entry-Level Training (MELT)
- Class 2-S Mandatory Entry-Level Training (MELT)
- School Bus Driver Improvement (Code S)
- Defensive Driving
- Professional Driver Improvement -- Course Code
- Class 5 Driver Education (Code U) *(If this box is checked complete shaded area)*

**FOR CLASS 5 DRIVER EDUCATION COURSE ONLY**

**In-Vehicle**

**Number of Hours**

**Date Completed**

year      month      day

**Classroom**

**Number of Hours**

**Date Completed**

year      month      day

Please PRINT Name of Instructor (Last, First, Second) and Instructor Number

Doe, John, 100123

Example Instructor

Date Course Completed      year      month      day

Signature of Authorized School or Agency Representative  
Example Instructor

PRINT Name and Instructor Number

## DRIVING INSTRUCTOR MONITORING REPORT Licenced Driver Training School

*The personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act. It will be used in the administration of Alberta Transportation, Driver Education and Examination Standards' policies and programs, including administration of approved driver training programs. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901*

### LICENSING INFORMATION

Instructor Name (Please Print)	Instructor Licence Number	Expiry Date (Day/Month/Year)	Class/Type of Instruction Permitted
Operator's Licence Number		Expiry Date (Day/Month/Year)	Operator's Licence Classification

### Previous Audit

Date of previous audit \_\_\_\_\_ Recommendations/suggestions have been  
fully met

DD/MM/YYYY

Yes	No

### CLASSROOM INSTRUCTION (IF APPLICABLE)

Item	Satisfactory		Not Applicable
	Yes	No	
Pre-Class Preparation			
General Appearance			
Personally Organized			
Knowledge of Topic			
Speaking/Communication Skills			
Maintains Control of Class			
Effective Use of Time			
Outlines Learning Goals/Objectives			
Follows Curriculum Guide			
Curriculum is current/up-to-date			
Maintains Time Schedule			
Body Language Consistent with			
Guest Speaker Appropriate to Subject			
Visual Aids Appropriate to Subject			
Emphasizes Key Points			
Promotes Class Participation			
Checks Class Understanding			
Responds to Class Questions			
Reviews Key Points at End of Lesson			

### IN-VEHICLE INSTRUCTION (IF APPLICABLE)

Item	Satisfactory		Not Applicable
	Yes	No	
Gives Clear and Correct Information			
Personal Appearance			
General Vehicle Condition			
Signage and Special Equipment			
Follows Curriculum			
Builds on Previous Lessons			
Observation Skills			
Adhere to Traffic Laws			
Properly Demonstrates Manoeuvre			
Gives Clear and Correct Instruction			
Gives Positive Feedback			
Constructive Criticism Skills			
Punctuality/Adhere to			
Ability to Calm Students			

Trainee to Instructor Ratio aligns with Driver Training Policy and Procedures Manual	Yes	No	Not Applicable
Classroom Instruction			
In-vehicle			
In-yard			

### Trainee to Instructor Ratio Legend (Trainee : Instructor)

Instruction Type	Class 5	Air Brake	Mandatory Entry-Level Training (MELT)
Classroom	30:1	18:1	15:1
In-yard	N/A	N/A	4:1
Air Brake (In-vehicle or Practical)	3:1	3:1	Class 1- 2:1 Class 2 or 2-S- 3:1

Overall assessment	Satisfactory	Unsatisfactory
Classroom Instruction		
In-Vehicle Instruction		



Medical Examination for Motor Vehicle Operators

Affix Microfilm Sticker Here

Name (Last, First, Second)		Date of Birth (yyyy/mm/dd)		Telephone Number	
Address Apartment		City / Town		Province	Postal Code
Occupation		Class of Licence Required		Operator's Licence Number	

**A. MEDICAL HISTORY AND PHYSICAL EXAMINATION**

Applicants must be examined for each of the following medical conditions using the criteria as set out in the Canadian Council of Motor Transport Administrators (CCMTA) Medical Standards on the back of this form. **A "Yes" response indicates that the applicant does NOT meet the CCMTA Medical Standards for Drivers and as a result will be ineligible to be licensed at the time of application.** A "Ref" (Referral) response will result in the applicant being required to provide further documentation from a medical specialist, optometrist, or audiologist.

**1. Visual Acuity Results**

	Uncorrected	Corrected	Standards
Right	6/	6/	Better eye 6/9 (20/30), weaker eye 6/30 (20/100) aided or unaided for Classes 1, 2, 3, 4 (Emergency).
Left	6/	6/	Better eye 6/12 (20/40), weaker eye 6/60 (20/200) aided or unaided for Classes 4 (Taxi) and 5 (Commercial).
Both	6/	6/	Better eye 6/15 (20/50) aided or unaided for Classes 5, 6 & 7.

**2. Hearing**

Applies only to applicants wishing to operate a bus, taxi, ambulance, or transporters of dangerous goods.

a) Loss greater than 40 decibels averaged at 500, 1000 and 2000 HZ. May require an audiogram (refer to back of form).  Yes  No  Ref

**3. Cardiovascular/Cerebrovascular System**

- a) Current history, or evidence of any disorder of the heart or circulatory system that results in a New York Heart Association Functional Classification III (refer to back of form).  Yes  No  Ref
- b) Current history, or evidence of uncontrolled Sick Sinus Syndrome.  Yes  No  Ref
- c) Aortic Aneurysm > 5.5 cm.  Yes  No  Ref
- d) Blood Pressure: Systolic \_\_\_\_\_ Diastolic \_\_\_\_\_
- e) Recurrent transient ischemia attacks  Yes  No  Ref
- f) Past history of myocardial infarction (approx date). \_\_\_\_\_

**4. Nervous System**

- a) Current history of multiple syncope episodes.  Yes  No  Ref
- b) Current history of spontaneous seizures uncontrolled or controlled less than 12 months (exempted: toxic illness now recovered).  Yes  No  Ref

State onset of Disease (approx date)	Date of Last Seizure	Frequency

- c) Current history of uncontrolled Narcolepsy.  Yes  No  Ref
- d) Current history of uncontrolled Meniere's disease.  Yes  No  Ref
- e) Post traumatic conditions that should require the applicant to successfully pass a road test examination.  Yes  No  Ref

**4. Nervous System (Continued)**

- f) Memory dysfunction or evidence of MILD dementia that should require the applicant to successfully pass a road test examination.  Yes  No  Ref
- g) Evidence of MODERATE to SEVERE dementia or cognitive dysfunction.  Yes  No  Ref

**5. Respiratory System**

- a) Level 4 impairment (severe impairment 50 - 100%). Dyspnea after walking more than 100m at own pace on level ground or at rest (significant dyspnea - moderate exertion).  Yes  No  Ref

**6. Metabolic System**

- a) If diabetes is present, state onset of illness (approx date). \_\_\_\_\_
- b) Date of last significant hypoglycemic episode. \_\_\_\_\_  
Type of control:  Diet only  Oral Medication  Insulin
- c) Insulin dependent diabetic who has had insulin related hypoglycemic attacks controlled less than 1 month or who has a history of alcohol abuse.  Yes  No  Ref
- d) Current history of uncontrolled hypoglycemia for any other reason.  Yes  No  Ref
- e) Current history of uncontrolled symptomatic hypothyroidism, Cushing's Disease, Addison's Disease, or pheochromocytoma.  Yes  No  Ref

**7. Psychiatric Disorders**

- a) Current history, or evidence of uncontrolled Psychosis or Bipolar Disorders.  Yes  No  Ref
- b) Current history, or evidence of habitual alcohol abuse or illicit drug use.  Yes  No  Ref

**8. Other**

Current history or evidence of any other disorder listed in the CCMTA Medical Standards that would disqualify a person from being issued an operator's licence for the requested Class.

**B. PHYSICIAN'S STATEMENT AND CERTIFICATE**

- 1. Are you the applicant's regular doctor?  Yes  No  
If yes, how long has the patient been under your care? \_\_\_\_\_
- 2. Would you recommend a driver's examination?  Yes  No
- 3. Patient meets the medical requirements for licence classification:  
 1 - Tractor/Trailer       4 - Taxis, Small Buses       6 - Motorcycles  
 2 - Large Buses       5 - Private Vehicles       7 - Learners  
 3 - Heavy Trucks (i.e. gravel)

I, \_\_\_\_\_  
Name of Doctor

of \_\_\_\_\_  
Address

**certify that the above named applicant was examined in accordance with the CCMTA Medical Standards for Drivers.**

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date of Examination

**C. OPERATOR'S CERTIFICATE AND WAIVER**

I certify that the information I have given to my doctor is true to the best of my knowledge. I authorize release of this information, as well as additional medical information an examining physician may wish to submit for the confidential use of Alberta Transportation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**D. FOR USE BY GOVERNMENT ONLY**

Accept for Class	Condition Codes	Licence Term Expiry Date
Approved by Registry Agent		Date
Approved by Motor Vehicle Specialist		Date

For DFM use only



3050201207

This information is being collected for the purposes of motor vehicle records in accordance with the Traffic Safety Act, administered by Alberta Transportation. Questions about the collection of this information can be directed to Alberta Transportation, Driver Fitness and Monitoring, Main Floor, Twin Atria Building, 4999 - 98 Avenue, Edmonton, Alberta T6B 2X3, 780-427-8230.



**Canadian Council of Motor Transport  
Administrators Medical Standards for Drivers**

The numbers at the right denote the eligible class of licence for each medical statement.

		Class									
		1	2	3	4 (Emergency)	4 (Taxi)	5 (Commercial)	5	6	7	
<b>Vision Requirements</b>	Not less than 6/9 (20/30) with both eyes open and examined together.										
	Not less than 6/12 (20/40) with both eyes open and examined together.										
	Not less than 6/15 (20/50) with both eyes open and examined together.										
	Must be able to identify (traffic lights).	1	2	3	4		5		6	7	
	150 continuous degrees along the horizontal meridian and 20 continuous degrees above and below fixation with both eyes open and examined together.	1	2	3	4 (Emergency)				6		
	120 continuous degrees along the horizontal meridian and 15 continuous degrees above and below fixation with both eyes open and examined together.				4 (Taxi)		5			7	
Corrected Diplopia.			3			5		6	7		
<b>Hearing Requirements</b>	If unable to perceive at least a forced whispered voice at no less than five feet in the best ear. If tested by the use of an audiometer device, does not have a loss in the best ear greater than 40 decibels at 500, 1000, or 2000 HZ under the new I.S.O. standards and using a puretone audiometer.	1		3			5		6	7	
<b>Cardiovascular/Cerebrovascular System</b>	Medical evidence of a first myocardial infarction, angina pectoris, thrombosis, etc., is not a contraindication if it is medically determined that a full recovery has been accomplished.						5		6	7	
	History of successful aortic aneurysm resection.	1	2	3	4		5		6	7	
	Presence of hypertension accompanied by postural hypotension and vertigo.						5		6	7	
<b>Nervous System</b>	Medical history of loss of consciousness, or awareness due to chronic or recurring condition.  Medical history or diagnosis of a disorder of the muscle-skeletal or nervous system which may interfere with the safe operation of a motor vehicle.  The driver with evidence of memory impairment or with mild dementia (difficulty with complex tasks such as managing finances, shopping, taking medication, cooking) may be able to drive a private vehicle. Annual driver's reassessment required. Decisions regarding driver licensing will be done on an individual basis to determine any conditions/restrictions for driving.										
<b>Respiratory System</b>	Medical evidence of respiratory dysfunction likely to interfere with the safe operation of a motor vehicle.						5			7	
<b>Metabolic System</b>	History or clinical diagnosis of diabetes that requires insulin for control.						5		6	7	
<b>Psychiatric Disorders</b>	Medical evidence of an intractable psychoneurotic disorder, having particular regard for sustained hostility: aggressive, paranoid or suicidal tendencies: or agitated depression.										
<b>Other</b>	If taking any medication that could, in the dosage prescribed, impair the ability to operate a motor vehicle.										
	Presence of impairment of the use of fingers, legs, hands, arms or other structural defects, limitation of mobility, or coordination to a degree likely to interfere with the safe operation of a motor vehicle. NOTE: Loss of hand, arm, foot or leg is not a contraindication to any Class of driver's licence if it can be determined, by a medical review and by a functional assessment, that the impairment with or without the use of compensating equipment does not interfere with safe operation of a motor vehicle.	1		3				5		6	7
	Clinical diagnosis of alcoholism or drug addiction.										
	Other physical or mental impairment, disease or condition which is likely to significantly interfere with the individual's ability to safely operate a motor vehicle.  Must submit medical report upon application.	1	2		4						

Drivers who have any type of medical condition, such as diabetes, heart disease, epilepsy, or vision problems which may affect their ability to safely operate a motor vehicle, are required by law to advise Alberta Transportation of the condition.

Alberta Transportation will conduct a medical review on an individual case basis for clients who do not meet the Canadian Council of Motor Transport Administrators Medical Standards for Drivers for a specific licence classification.

**Medical Appeal Process**

A driver who is denied any class of licence as a result of a medical condition may appeal the decision to Driver Fitness and Monitoring.

To initiate an appeal, you will be required to submit a detailed medical report completed by a physician specializing in that field of concern. This report can be forwarded to Driver Fitness and Monitoring along with any other information regarding the appeal.

**NOTE: The Alberta Health Care Insurance Plan will only pay for medical examinations for motor vehicle operators who are 75 years of age or older.**



# Answer Sheet Driver Education Test

Date (dd/mm/yyyy)

Name of Student	
Operator's Licence Number	Test Number
Name of Classroom Instructor	
Classroom instruction provided by (name of driver training school):	

- |     |   |   |   |   |     |   |   |   |   |
|-----|---|---|---|---|-----|---|---|---|---|
| 1.  | A | B | C | D | 16. | A | B | C | D |
| 2.  | A | B | C | D | 17. | A | B | C | D |
| 3.  | A | B | C | D | 18. | A | B | C | D |
| 4.  | A | B | C | D | 19. | A | B | C | D |
| 5.  | A | B | C | D | 20. | A | B | C | D |
| 6.  | A | B | C | D | 21. | A | B | C | D |
| 7.  | A | B | C | D | 22. | A | B | C | D |
| 8.  | A | B | C | D | 23. | A | B | C | D |
| 9.  | A | B | C | D | 24. | A | B | C | D |
| 10. | A | B | C | D | 25. | A | B | C | D |
| 11. | A | B | C | D | 26. | A | B | C | D |
| 12. | A | B | C | D | 27. | A | B | C | D |
| 13. | A | B | C | D | 28. | A | B | C | D |
| 14. | A | B | C | D | 29. | A | B | C | D |
| 15. | A | B | C | D | 30. | A | B | C | D |

### FOR DRIVING SCHOOL OFFICE USE ONLY

Test Score \_\_\_\_\_ %

Pass  Fail

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Instructor's Licence No.

# Driver Instructor Collision Report

Driver Programs and Licensing Standards

## TIME AND PLACE OF COLLISION

Date of Collision (yyyy-mm-dd)	Time <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	Were you Injured? <input type="checkbox"/> Yes <input type="checkbox"/> No
Instructor's Name	Test Centre of Collision	

## APPLICANT VEHICLE NO. 1

Name of Driver	Operator's Licence No.	Vehicle Licence No.	
Mailing Address	City	Province/Territory	Postal Code
Vehicle Make	Injury other than Instructor		
Was This Vehicle Damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No			

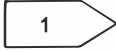
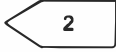


## OTHER VEHICLE OR OBJECT

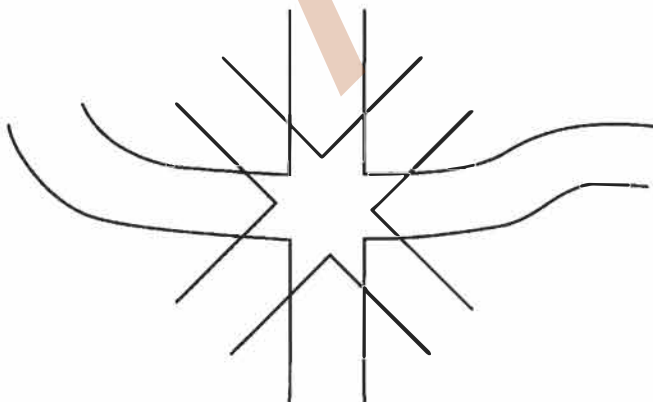
Name of Driver	Operator's Licence No.	Vehicle Licence No.	
Mailing Address	City	Province/Territory	Postal Code
Vehicle Make	Injury in this Vehicle		
Was This Vehicle Damaged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was Collision Investigated by Police? <input type="checkbox"/> Yes <input type="checkbox"/> No		

If Stationary Object Describe

Describe What Happened

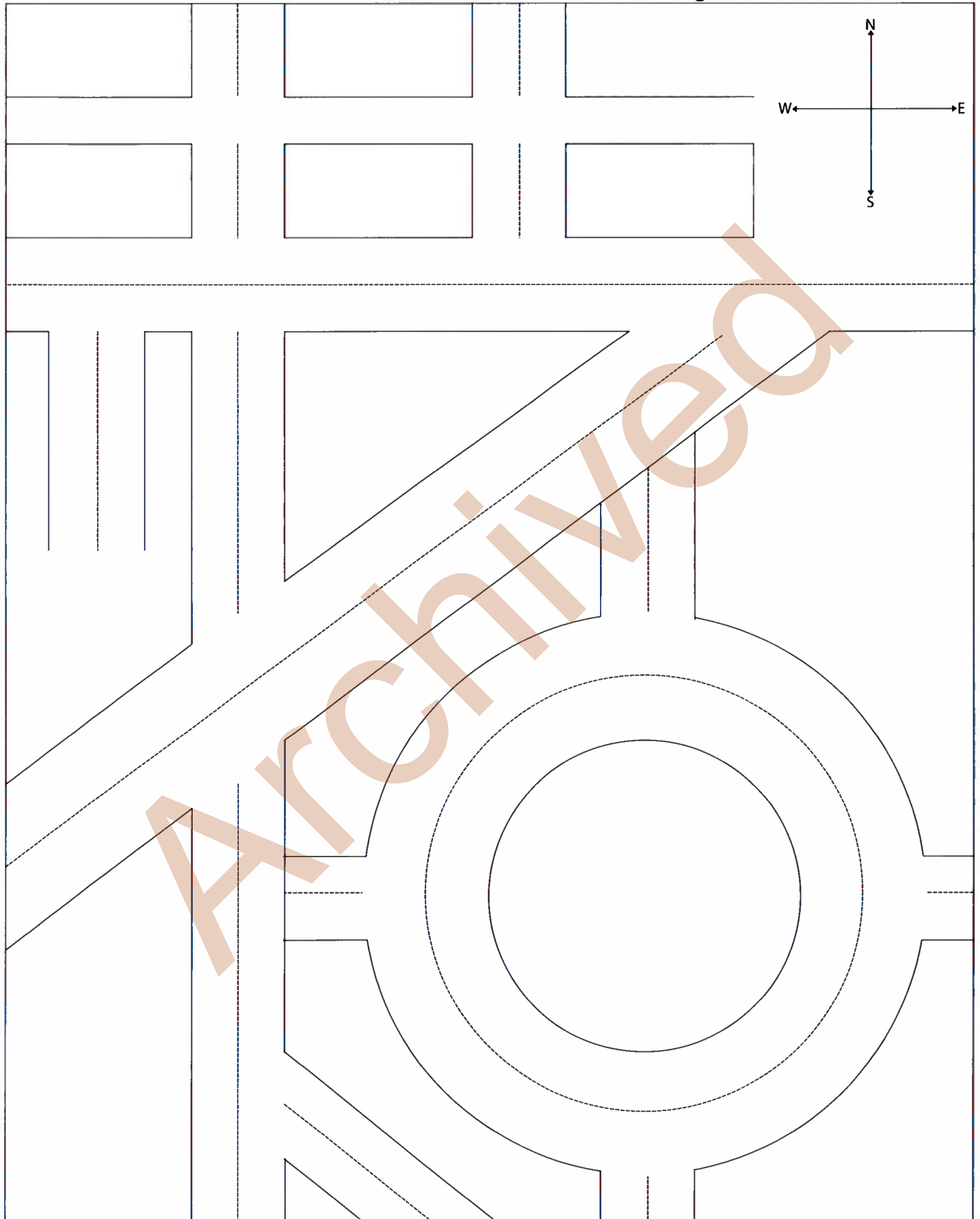
Instructor Action to Avoid Collision

Road Traction	Type of Road	Parts Damaged	Vehicle 1	Vehicle 2
<input type="checkbox"/> Dry		R.F. Fender	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wet		L.F. Fender	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Snowy or Icy		R.R. Fender	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Specify Other _____		L.R. Fender	<input type="checkbox"/>	<input type="checkbox"/>
Indicate on Diagram What Happened		Grill	<input type="checkbox"/>	<input type="checkbox"/>
1. Draw heavy lines to show highways or streets.		F. Bumper	<input type="checkbox"/>	<input type="checkbox"/>
2. Show route numbers and street names.		R. Bumper	<input type="checkbox"/>	<input type="checkbox"/>
3. Draw arrow pointing north.		R. Side	<input type="checkbox"/>	<input type="checkbox"/>
4. Show thus:		L. Side	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles	Indicate North	Hood	<input type="checkbox"/>	<input type="checkbox"/>
.....→   ←.....		Glass	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian 	By Arrow	Top	<input type="checkbox"/>	<input type="checkbox"/>



If required, see the back of this form for a larger diagram.

### Diagram of Collision Scene



# Class 1 and Class 3

Instructor development guide

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Archived

Transportation, Government of Alberta  
September 2019  
Class 1 and Class 3 Instructor Development Guide

For more information regarding this content visit: <https://www.alberta.ca/become-a-licensed-driving-instructor-how-to-apply.aspx>.

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# Introduction

This document is intended for licensed Class 1 and 3 driving schools in Alberta. It is a guideline for the education and development of applicants who want to become licensed commercial class driving instructors. It is general and specific in its approach and attempts to promote a broad base of learning. Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this document to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. Rather, this guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits. For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant on-road session.

The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

## Guide to Delivering Driver Training

### **Knowledge**

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

## **Communication**

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their student that instils confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

## **Patience**

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

## **Error Identification**

A fundamental role of an instructor is to demonstrate the ability to identify an error committed by the student. Furthermore, an instructor is expected to provide remedial action to assist the student in various scenarios involving Class 1 and Class 3 vehicles.

# Policies

## Phase 1 – Knowledge Exams

### Objectives

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time. Each appointment must be booked by a representative of the driving school, preferably the Senior Instructor; not the applicant. At the time of booking, the applicant's full name and drivers licence number must be provided.

The applicant must hold at least a Class 1 drivers licence and provide an acceptable criminal record check before being eligible to attempt the knowledge test.

The knowledge testing consists of two exams:

1. A general knowledge exam consisting of 50 questions and,
2. A supplemental exam, consisting of 30 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be scored upon completion. The test results will be discussed with successful candidates only. Once successful with both written tests, the applicant may proceed to Phase 2.

### Important Note

Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant.

## Reference Material

- Today's Driving Manual (available from C.A.E. Safety Consultants Inc. on 403-287-7775)
- Class 1 Mandatory Entry-Level Training (MELT) Guidelines and Curriculum
- Alberta Traffic Safety Act and related Regulations (available at [www.qp.alberta.ca](http://www.qp.alberta.ca))
  - ✓ Operator Licensing and Vehicle Control Regulation
  - ✓ Vehicle Equipment Regulation
  - ✓ Driver Training and Driver Examiner Regulation
  - ✓ Use of Highway and Rules of the Road Regulation
  - ✓ Off-Highway Vehicle Regulation
  - ✓ Commercial Vehicle Safety Regulation
- Commercial Driver's Guide to Operation, Safety and Licensing (for Trucks, Buses, Emergency Responders & Taxis) (Available at [www.alberta.ca](http://www.alberta.ca))
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (available at [www.alberta.ca](http://www.alberta.ca))
- Instructor Development Guide

## Practical Examinations

The Administrator will be responsible for route selection throughout the exam. Only the applicant and Driver Program Administrators are allowed in the vehicle during the exam with the exception of another Department official present for training or supervision.

An appointment to attempt Phase 2, 3, and 4 may be made with DPLS only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school's Senior Instructor is confident that the applicant is properly prepared for this Phase and a driver training vehicle is available. The school must also have a senior instructor or other qualified individual on site for timely Teaching Module skills training lot setup.

Prior to the practical examination, the applicant must purchase and obtain their Criminal Record Check from a qualified police service.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 3, to be conducted on a different day.

The following documents must be presented to DPLS prior to the client's practical test commencing. If invalid, expired or missing, the practical test will have to be rescheduled through the driving school.

- Declaration of Training
- Operator's Licence
- Medical Assessment
- Vehicle Insurance
- Vehicle Registration
- Commercial Vehicle Inspection Certificate (CVIP)
- Criminal Records Check
- Safety Fitness Certificate

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Vehicle for the Exam

The practical assessment will be completed using a fully-equipped manual-shift tractor-trailer (minimum 13 speed). The exam will not proceed on the promise that a defect will be repaired.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Obstructed visibility (glass)
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / Inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

## Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a) An unsafe action, such as:
  - i. Involved in a collision, regardless of fault
  - ii. Near collision (due to action of applicant)
  - iii. Administrator must intervene in order to prevent an unsafe action.
- b) Client lacks skill and control (regardless of accumulated errors).
- c) A traffic violation.
- d) Too many accumulated errors.
- e) Unable or unwilling to follow Administrator's instructions.
- f) Inadequate verbal information (omitted or inaccurate).

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## Phase 2 – In-Yard Procedures

### Objectives

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively conduct a **Vehicle Inspection** for safe operation

#### *Part 1 – Exterior Inspection*

The applicant will be required to communicate and provide a complete inspection of the vehicle. All components must be in good and usable condition. Controls must function properly. Items that require showing how they operate must be identified and demonstrated, such as the lights.

#### *Part 2 – Under the Hood*

The applicant will be required to demonstrate an understanding of the correct under the hood procedure.

#### *Part 3 – Engine Start-Up and Interior Inspection*

The applicant will be required to demonstrate an understanding of the correct engine start-up and interior inspection procedure.

2. Demonstrate an **Air Brake Inspection**

The applicant will be required to provide a complete description and demonstration of the air brake inspection.

3. Demonstrate **Coupling and Uncoupling** a tractor-trailer

The applicant will be required to provide a complete description and demonstration of coupling and uncoupling the trailer to the tractor.

4. Demonstrate the driving manoeuvres of **Backing and Parking Procedures**

The applicant will be required to perform the backing procedures for the different types of backing: straight, left, and right. The required backing techniques include straight-line, 90 degree alley-dock, and parallel parking.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Phase 3 – Personal Drive & Commentary Drive

### Objectives

The objective of Phase 3 is to assess the ability of the applicant to:

1. Demonstrate a **Personal Drive** and **Commentary Drive** (Hazard Awareness and Management)

Operate a vehicle to a consistently high standard by observing the rules of the road and applying principles of proactive driving in his/her personal driving habits. Demonstrate the principles of commentary driving (hazard awareness and management).

The applicant will be required to operate the vehicle through a series of traffic conditions. This phase will look at the client's ability to operate to a high standard through low, medium, and high traffic situations. The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads. The Personal Drive and Commentary Drive must be completed together. If unsuccessful, the applicant will be required to complete Phase 3 in its entirety.

An appointment to attempt phase 3 may be made upon successful completion of phases 1 and 2.

At the completion of phase 3, the results will be discussed and the applicant advised as to a pass or fail. If passed, the applicant may proceed to Phase 4, to be conducted on a different day.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 3 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant



## Phase 4 – Teaching Modules

### Objectives

The objective of the teaching modules is to assess the ability of the applicant to describe and teach the basic driving manoeuvres and principles of safe driving, as well as ensuring the safety for the applicant, Driver Program Administrator (DPA), and all other road users.

To successfully pass the teaching modules, the candidate must score a pass in all competence components of each module. Recording a fail on any section will result in an unsuccessful test. The candidate will then be required to repeat phase 4 in its entirety.

The objective of Phase 4 is to assess the ability of the applicant to:

1. Describe and teach the driving manoeuvres of **Turns (Left and Right)**

The exam will be conducted through a complete range of traffic situations including residential, city centre, and merging roads.

2. Describe and teach the driving manoeuvres of **Parking and Starting on a Hill**

The applicant will be required to describe and teach the proper procedures for parking and starting on hills.

An appointment to attempt phase 4 may be made upon successful completion of phase 1, phase 2, and phase 3.

Phase 4 will be approximately two hours unless discontinued due to an automatic failure. At the completion of the Teaching Modules (Phase 4), feedback will be provided by the DPA and the applicant advised as to a pass or fail.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 4 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Phase 2 – In-Yard Procedures

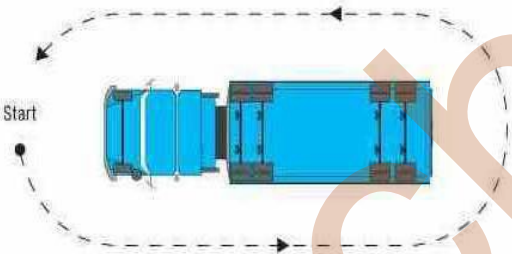
TABLE 1.1 - Vehicle Inspection	
Instructions to Applicant	Skill Objective
<p><b>Vehicle Inspection and Knowledge</b> Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase is to ensure that the applicant understands and can demonstrate a comprehensive vehicle inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>Each driver is responsible and accountable for the safety and operation of their equipment to ensure that it meets mechanical and safety standards. It is essential that each driver inspect their vehicle before departing on a trip. The inspection must involve a complete circle check of the vehicle you will be driving. You will check a number of items along the inside and outside of the truck. Your inspection will take you full circle around your vehicle. Following a routine using the same steps every time will help to not overlook any part of your inspection requirements.</p>
Notes:	Expected Applicant Feedback
 <p>The diagram shows a top-down view of a blue tractor-trailer. A dashed line forms a circle around the vehicle, with arrows indicating a counter-clockwise direction. A small black dot at the top left of the circle is labeled 'Start'.</p>	<p><b>Prior to starting procedure:</b></p> <ul style="list-style-type: none"> <li>✓ Tractor-trailer is on level terrain and at a safe location</li> <li>✓ Set parking/spring brake</li> <li>✓ Ensure that the engine has been shut off</li> <li>✓ Chock the wheels (15 by 15 centimetre block)</li> </ul> <p><b>Exterior Inspection:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Circle Check:</b> complete circle around the vehicle</li> <li>✓ <b>Hood:</b> Is not missing and is secure</li> <li>✓ <b>Bumper, Fender:</b> Is not missing, broken, bent, or corroded or have sharp edges and is securely mounted</li> <li>✓ <b>Mirrors:</b> Should be securely mounted and adjusted to the appropriate setting for the driver. Check for damage that affects the proper functioning of the mirror</li> <li>✓ <b>Windows:</b> Check for cracks, discolouration, exposed sharp edges, or missing parts. Cracks or chips in any area swept by windshield wipers must not be greater than 25 millimetres in diameter</li> </ul>





















TABLE 1.2 – Air Brake Inspection	
Instructions to Applicant	Skill Objective
<p><b>Air Brake Inspection and Knowledge</b> Explain and demonstrate the air brake inspection procedure.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate a comprehensive air brake inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>As in the trip inspection of the vehicle, the driver plays an important role in maintaining the air brake unit. A driver must be alert and know how the air brake system works. Any brake problems must be reported so the necessary repairs can be done.</p>
Step Procedure	Expected Applicant Feedback
<p><b>Step 1:</b> Prior to starting procedure</p>	<ul style="list-style-type: none"> <li>• Chock the wheels with the vehicle on level ground</li> <li>• Perform a visual inspection of the air brake components</li> <li>• Leave the engine off with the key in the 'on' position</li> </ul>
<p><b>Step 2:</b> (Tractor Protection System)</p>	<ul style="list-style-type: none"> <li>• Push the trailer air supply valve (red button): park control valve (yellow button) should be pulled</li> <li>• Disconnect both air lines to the trailer and return to the cab.</li> <li>• Low air pressure warning should come on by 60 PSI (413kPa)</li> <li>• Trailer air supply valve should “pop” out at 40 -60 PSI (276-414 kPa) or higher after the system stabilizes</li> </ul>
<p><b>Step 3:</b> (Park Control Valve)</p>	<ul style="list-style-type: none"> <li>• Push the park control valve (yellow button)</li> <li>• Pump the foot valve to reduce air pressure</li> <li>• Park control valve (yellow button) should “pop” out by 20-45 PSI (138-310 kPa).</li> <li>• Reconnect both air line to the trailer</li> </ul>
<p><b>Step 4:</b> (Supply Circuit)</p>	<ul style="list-style-type: none"> <li>• Start the engine and run at fast idle around 1200 RPM</li> <li>• Perform compressor build-up test: 50 to 90 PSI (345 to 621 kPa) within 3 minutes</li> <li>• Low air pressure warning light should go out by 60 PSI (414 kPa)</li> <li>• Build air pressure to system maximum to confirm governor cut-out at 120-135 PSI (828-931kPa)</li> <li>• Release park brake</li> <li>• Pump service brake to reduce air pressure until governor cuts in. Confirm cut-in is 20 – 25 PSI (138 – 172 kPa) less than cut-out pressure</li> </ul>

<b>Step 5:</b> (Air System Leaks)	<ul style="list-style-type: none"><li>• Push park control valve and rebuild air pressure</li><li>• Turn off engine</li><li>• Apply and firmly hold a full service brake application (allow air time to stabilize) for 2 minutes</li><li>• Maximum 4 PSI (28 kPa) loss for power unit, plus an additional 2 PSI (14kPa) per trailer, after the system stabilizes.</li><li>• Release service brake application and reapply spring park brakes</li></ul>
<b>Step 6:</b> (Service Brake Response)	<ul style="list-style-type: none"><li>• Remove wheel chocks</li><li>• Release spring park brakes</li><li>• Perform a brake response test using the foot valve</li><li>• Perform a brake response test using the trailer hand valve</li></ul>

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TABLE 1.3 – Coupling and Uncoupling a Tractor-Trailer	
Instructions to Applicant	Skill Objective
<p><b>Coupling and Uncoupling a Tractor-Trailer</b> Explain and demonstrate how to correctly connect and detach the trailer from the tractor.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate coupling and uncoupling manoeuvres with a tractor-trailer for safe operation and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>As in the trip inspection of the vehicle, having the knowledge and skills to correctly connect and detach the trailer from the tractor is a major responsibility of every commercial driver.</p>
Step Procedure - Coupling	Expected Applicant Feedback
<p><b>Step 1:</b> Inspection</p>	<p><b>Inspect the yard:</b></p> <ul style="list-style-type: none"> <li>• Inspects the yard prior to coupling to make sure there are no obstructions in the path that could damage the tractor and trailer.</li> <li>• Inspect lower couplers and connectors while outside the vehicle</li> </ul> <p><b>Secure the vehicle:</b></p> <ul style="list-style-type: none"> <li>• Set transmission into neutral gear and apply tractor parking brakes</li> </ul> <p><b>Inspect the tractor:</b></p> <ul style="list-style-type: none"> <li>• Ensure fifth wheel is tilted back and the jaws are in the unlocked position.</li> <li>• Ensure the fifth wheel is not damaged and has no missing or bent parts</li> <li>• Check for adequate grease on the fifth wheel.</li> <li>• Check that the mounting to the tractor is secure</li> <li>• Ensure that the air and electrical lines are in good condition and properly secured.</li> <li>• Ensure that the 7-way connector and the cord are not damaged</li> </ul> <p><b>Inspect the trailer:</b></p> <ul style="list-style-type: none"> <li>• Ensure trailer is secure against movement before coupling. Block the trailer wheels using chock blocks to ensure the trailer will not roll backward from the pressure applied by the tractor as it moves under the trailer.</li> <li>• Check the condition of the trailer kingpin and apron (including collar). Check for excessive wear or cracks</li> <li>• Check all air and electrical connections for any damage</li> </ul>

<p><b>Step 2:</b> Start the coupling procedure</p>	<ul style="list-style-type: none"> <li>• Enter the tractor and release the parking brake to reverse the tractor towards the trailer</li> <li>• Back the tractor so fifth wheel slot is in line with the trailer king pin. Stop when fifth wheel contacts the trailer apron.</li> <li>• Apply the parking brake and exit the vehicle to check the alignment of the fifth wheel with the kingpin</li> <li>• Check height of the fifth wheel with trailer apron and raise or lower landing gear as required. The coupling surface of the trailer should be just below the middle of the fifth wheel.</li> <li>• Re-enter the tractor and shift tractor into reverse gear. Release the tractor parking brake. Use mirrors to check tractor and trailer alignment as well as trailer's stability.</li> <li>• Ensure that the fifth wheel remains in line with trailer king pin while backing the tractor slowly. Continue to back until connection is made with the fifth wheel locking around the trailer king pin.</li> <li>• Gently but firmly latch the fifth wheel. Listen for and feel the fifth wheel latching into its locked position.</li> </ul>
<p><b>Step 3:</b> Continue coupling with a tractor with <u>fixed suspension</u></p>	<ul style="list-style-type: none"> <li>• Align the tractor and trailer, reversing the vehicle until the fifth wheel is just ahead of trailer, touching the trailer or slightly under, but not against the kingpin</li> <li>• Exit the tractor and check the upper coupler and confirm that the kingpin is aligned (no more than 10 cm {4 in.} from the center of the fifth wheel lower coupler), adjust height so that contact of the upper coupler will be on the bottom half of the fifth wheel lower coupler</li> <li>• Re-enter the vehicle and continue reversing toward the trailer, monitor the trailer's position during coupling using the mirrors to confirm proper alignment</li> <li>• Reverse the tractor, gently but firmly engage the fifth wheel</li> <li>• Listen for and feel the fifth wheel latch into its locked position.</li> </ul>
<p><b>Step 4:</b> Continue coupling with a tractor having air suspension offering a <u>suspension drop</u> feature</p>	<ul style="list-style-type: none"> <li>• Reverse the vehicle slowly toward the trailer until the fifth wheel just touches the trailer, or is about to touch it</li> <li>• Exit the tractor and check vehicle heights</li> <li>• Re-enter the tractor and release (dump) the tractor air suspension, then reverse the tractor until the fifth wheel lower coupler is fully under the front of the trailer, but still ahead of the king pin</li> <li>• Restore the tractor air suspension to its normal height</li> </ul>

	<ul style="list-style-type: none"><li>• Monitor the trailer's position during coupling using the mirrors to confirm proper alignment</li><li>• Reverse the tractor, gently but firmly engaging the fifth wheel</li><li>• Listen for and feel the fifth wheel latching into its locked position</li></ul>
<b>Step 5:</b> Complete the coupling for <u>all suspension types</u>	<ul style="list-style-type: none"><li>• Attempt to move the tractor forward (perform a "tug test")</li><li>• Exit the vehicle and visually confirm the fifth wheel is locked by checking the fifth wheel contact, the release handle position and the latch</li><li>• Connect the air and electrical lines properly, and confirm normal operation</li><li>• Raise the trailer landing gear fully and stow the handle into its retainer</li><li>• Re-enter the vehicle and supply air to the trailer with the trailer supply valve, monitor the air pressure gauges, and confirm air pressure gauges show normal pressure levels</li><li>• Drive forward slowly a short distance and apply either the trailer service brakes only, or the full service brakes to test brake operation</li></ul>



Step Procedure - Uncoupling	Expected Applicant Feedback
<p><b>Step 1:</b> Start the uncoupling procedure</p>	<ul style="list-style-type: none"> <li>• Confirm the location is suitable and safe for uncoupling</li> <li>• Park and secure the trailer in the selected location and apply the trailer parking brakes</li> <li>• Place any required wheel chocks and blocks, or engage locks into position</li> <li>• Dump the trailer suspension (if equipped with a manual air ride)</li> <li>• Confirm that the suspension has deflated (if equipped with an auto-dump)</li> <li>• Place adequate support material under the landing gear</li> <li>• Lower the trailer landing gear until it is just above the ground, just touches the ground, but does not raise the trailer from the fifth wheel</li> <li>• Leave the landing gear handle in low range and stow the handle</li> <li>• Disconnect air and electrical connections and stow them</li> <li>• Release the fifth wheel coupler lock</li> </ul>
<p><b>Step 2:</b> For a tractor with <u>fixed suspension</u></p>	<ul style="list-style-type: none"> <li>• Re-enter the vehicle and drive forward slowly to release the fifth wheel, watch the trailer in the mirrors or out of the rear window, confirm the trailer is stable</li> <li>• When the fifth wheel lower coupler is fully out from under the trailer, but the tractor is still under the front of the trailer, exit the tractor and check that the trailer is stable and secure</li> <li>• Re-enter the vehicle and drive forward slowly until the tractor is clear of the trailer</li> </ul>
<p><b>Step 3:</b> For a tractor with air suspension having a <u>suspension drop</u> feature</p>	<ul style="list-style-type: none"> <li>• Re-enter the vehicle and drive forward slowly far enough to unlatch the fifth wheel coupler and stop</li> <li>• Operate the control to drop the tractor suspension</li> <li>• Watch the trailer in the mirrors or out of the rear window, confirm the trailer is stable</li> <li>• When the fifth wheel lower coupler is fully out from under the trailer, but the tractor is still under the front of the trailer, exit the tractor and check that the trailer is stable and secure</li> <li>• Re-enter the vehicle and drive forward slowly until the tractor is clear of the trailer</li> </ul>

TABLE 1.4 – Straight-Line Backing Procedures	
Instructions to Applicant	Skill Objective
<p><b>Backing and Parking Procedures</b> Demonstrate the proper backing and parking procedures for:</p> <ul style="list-style-type: none"> <li>• Straight-Line backing</li> <li>• 90 Degree-Alley Dock backing</li> <li>• Parallel Parking</li> </ul> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate proper backing procedures for the different types of backing: straight, left, and right.</p>
Straight-Line Backing	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Straight-line backing manoeuvre will be in a space that is between 3.5 and 3.7 metres wide and as long as 2/3 the length of the tractor-trailer.</p> <p><b>Straight-line backing (left side)</b></p> <p>2/3 vehicle length</p> <p>1.5x vehicle length</p> <p><b>Straight-line backing (right side)</b></p> <p>2/3 vehicle length</p> <p>1.5x vehicle length</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Open windows and silence audio devices</li> <li>✓ Position the tractor-trailer for the backing manoeuvre by moving the vehicle forward a total length of 1.5 times the total length of the tractor-trailer until it is aligned and the front wheels are straight</li> <li>✓ Secure the vehicle and activate the warning flashers</li> <li>✓ Exit the vehicle to examine the manoeuvre space- checkup, down, and around the unit</li> <li>✓ Re-enter the vehicle, release the park brake and sound vehicle horn briefly</li> <li>✓ Use your mirrors to ensure nothing is in the way of your vehicle-on either side, behind, and underneath</li> <li>✓ Put the vehicle in reverse. Reverse into the space at idle speed, with brake covered and checking your mirrors</li> <li>✓ Pull up the vehicle no more than 1 time to align it during the manoeuvre</li> <li>✓ Exit the vehicle to examine space and vehicle alignment during the manoeuvre</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuvre space</li> <li>✓ Stop tractor-trailer movement upon reaching the desired position (Stop the tractor-trailer gently when backing up to a solid fixture)</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.5 – 90 Degree Alley-Dock Backing (Clear side)	
90 Degree Alley-Dock Backing - Left (Clear Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - 90 Degree alley-dock (left) backing manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer, starting with the vehicle positioned perpendicular to the space and with the front of the tractor directly in front of it. The pull-up space in front of the backing target space must be no deeper than 1.5 times the vehicle length. The manoeuvre will be performed from both sides.</p> <p>1.5 vehicle length</p> <p>2/3 vehicle</p> <p>90 Degree alley-dock backing - Clear side</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Open windows and silence audio devices</li> <li>✓ Drive the vehicle forward out of the starting position</li> <li>✓ Secure the vehicle and activate the warning flashers</li> <li>✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position and clearance.</li> <li>✓ Re-enter the vehicle, release the park brake and sound vehicle horn briefly</li> <li>✓ Start reversing, turn the steering wheel to the right to move the trailer to the left.</li> <li>✓ Once the trailer is curving towards the space, turn the steering wheel to the left and let the tractor follow the trailer into the lane</li> <li>✓ When the trailer is in line with the parking space, turn the wheel even more to the left to straighten the tractor in relation to the trailer</li> <li>✓ Pull up the tractor-trailer no more than 2 times to align it during the manoeuvre</li> <li>✓ Exit the tractor to examine space and vehicle alignment during the manoeuvre</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuvre space</li> <li>✓ Stop tractor-trailer movement upon reaching the desired position</li> <li>✓ Stop the tractor-trailer gently when backing up to a solid fixture</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.6 – 90 Degree Alley-Dock Backing (Blind side)	
90 Degree Alley-Dock Backing - Right (Blind Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - 90 Degree alley-dock (right) backing manoeuver will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer, starting with the vehicle positioned perpendicular to the space and with the front of the tractor directly in front of it. The pull-up space in front of the backing target space must be no deeper than 1.5 times the vehicle length. The manoeuver will be performed from both sides.</p> <p>2/3 vehicle length</p> <p>1.5 vehicle length</p> <p>90 Degree alley-dock backing - Blind side</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Open windows and silence audio devices</li> <li>✓ Drive the vehicle forward out of the starting position</li> <li>✓ Secure the vehicle and activate the warning flashers</li> <li>✓ Exit the vehicle to examine the manoeuver space from outside the vehicle and check vehicle position and clearance.</li> <li>✓ Re-enter the vehicle, release the park brake and sound vehicle horn briefly</li> <li>✓ Start reversing, turn the steering wheel to the left to move the trailer to the right.</li> <li>✓ Once the trailer is curving towards the space, turn the steering wheel to the right and let the tractor follow the trailer into the lane</li> <li>✓ When the trailer is in line with the parking space, turn the wheel even more to the right to straighten the tractor in relation to the trailer</li> <li>✓ Pull up the tractor-trailer no more than 2 times to align it during the manoeuver</li> <li>✓ Exit the tractor to examine space and vehicle alignment during the manoeuver</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuver space</li> <li>✓ Stop tractor-trailer movement upon reaching the desired position</li> <li>✓ Stop the tractor-trailer gently when backing up to a solid fixture</li> <li>✓ Complete the backing manoeuver within 10 minutes</li> </ul>

TABLE 1.7 – Parallel Parking (Clear side)

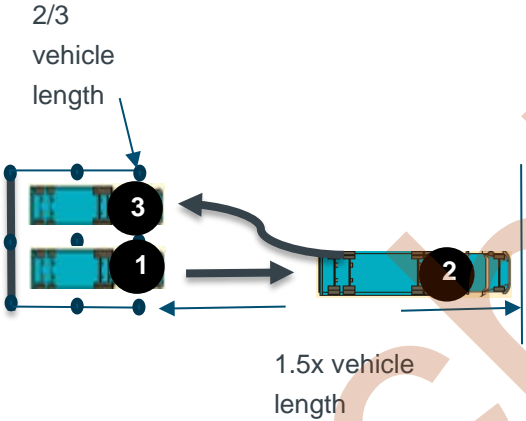
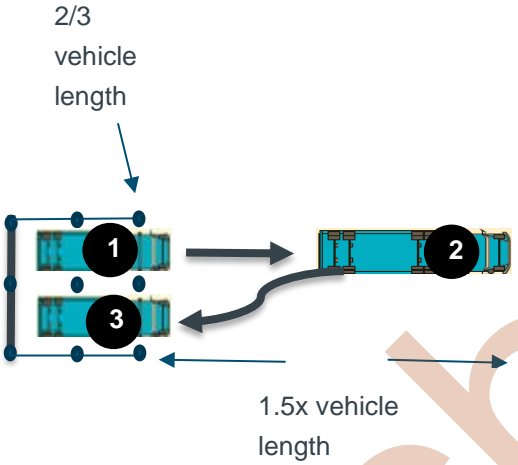
Parallel Parking - Left (Clear Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (left) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as <math>\frac{2}{3}</math> the length of the tractor-trailer. The manoeuvre will be performed from both sides.</p>  <p><b>Parallel Parking - Clear side</b></p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Open windows and silence audio devices</li> <li>✓ Drive the tractor-trailer forward until the front of the tractor is 1.5 times the total unit length past the front of the simulated curb</li> <li>✓ Prior to reversing, secure your vehicle and walk around the vehicle in a counter clock-clockwise direction and check for obstacles, possible hazards and clearance.</li> <li>✓ After re-boarding, check mirrors, sound horn, and put the gear in reverse. Always select the lowest reverse gear available.</li> <li>✓ Release park brake, start reversing, turning the steering wheel to the right to move the trailer to the left.</li> <li>✓ Begin to turn the steering wheel to the left direction at the appropriate time, aligning the trailer with the adjacent space.</li> <li>✓ Straighten the truck and trailer, and continue to reverse into the final parking position.</li> <li>✓ Pull up the tractor-trailer no more than 1 time to align it during the manoeuvre</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuvre space</li> <li>✓ Stop tractor-trailer movement upon reaching the desired position</li> <li>✓ Stop the tractor-trailer gently when backing up to a solid fixture</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.8 – Parallel Parking (Blind side)

Parallel Parking - Right (Blind Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (right) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the tractor-trailer. The manoeuvre will be performed from both sides.</p>  <p><b>Parallel Parking - Blind side</b></p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Open windows and silence audio devices</li> <li>✓ Drive the tractor-trailer forward until the front of the tractor is 1.5 times the total unit length past the front of the simulated curb</li> <li>✓ Prior to reversing, secure the vehicle and walk around the vehicle in a counter clock-clockwise direction and check for obstacles, possible hazards and clearance.</li> <li>✓ After re-boarding, check mirrors, sound horn and put the gear in reverse. Always select the lowest reverse gear available.</li> <li>✓ Release park brake, start reversing, turning the steering wheel to the left to move the trailer to the right.</li> <li>✓ Begin to turn the steering wheel to the right direction at the appropriate time, aligning the trailer with the adjacent space.</li> <li>✓ Straighten the truck and trailer, and continue to reverse into the final parking position.</li> <li>✓ Pull up the tractor-trailer no more than 1 time to align it during the manoeuvre</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuvre space</li> <li>✓ Stop tractor-trailer movement upon reaching the desired position</li> <li>✓ Stop the tractor-trailer gently when backing up to a solid fixture</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

# Phase 3 – Personal Drive & Commentary Drive

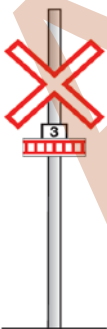

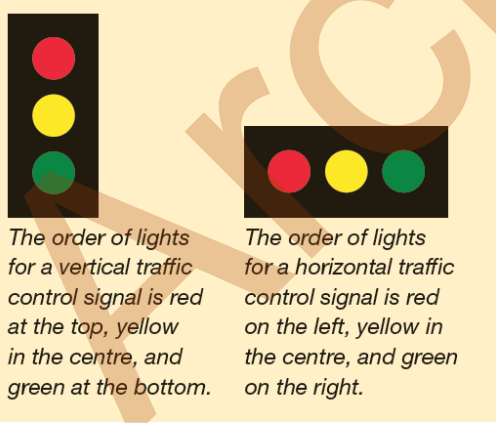
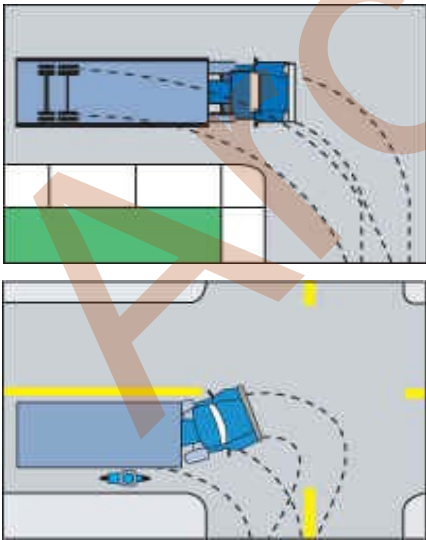
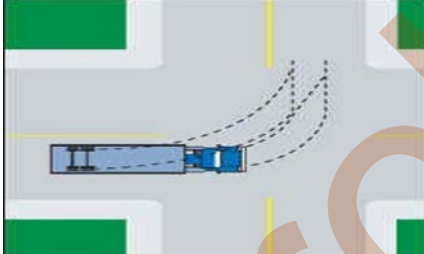
TABLE 2.1 – Personal Drive	
Instructions to Applicant	Skill Objective
<p>The personal drive shall be approximately 45 minutes.</p> <p>The Administrator will determine the route. Care will be taken to ensure the truck routes conforming to city by-laws are followed.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the maneuver. In some instances, instruction will be given further in advance to permit the applicant to plan his or her actions. Examiner will not ask that any illegal manoeuvres be performed.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>This area of the exam will allow the applicant to demonstrate rules-of-the-road knowledge and application as well as vehicle handling skills within a live traffic environment.</p> <p>The Personal Drive is an error based evaluation. The applicant is allowed to accumulate up to 50 points; however, the test may be discontinued at any point due to an automatic disqualification or other safety concerns.</p> <p>At an appropriate time the applicant will be asked to assume he or she is transporting dangerous goods such as explosives, corrosives, or flammable liquids. Applicant must explain and demonstrate the proper procedure when approaching and crossing an un-controlled railroad crossing.</p>
Step Procedure – Uncontrolled Railroad Crossing	Expected Applicant Feedback
 <p><b>Note:</b> <i>Use of Highway and Rules of the Road Regulation AR 304/2002 Section 42 (8) states that a driver shall not shift gears of the vehicle while crossing railway tracks. Shifting gears while crossing railway tracks will increase the chance of stalling or not being able to get the transmission into the correct gear while on the tracks.</i></p>	<ul style="list-style-type: none"> <li>• Stop in a safe location between 5 and 15 metres from the nearest rail.</li> <li>• Place the transmission in neutral gear, apply the brakes, and keep your foot on the foot brake.</li> <li>• Turn off the engine and roll down the windows to listen for an approaching train.</li> <li>• If you cannot see clearly for a safe distance along the tracks to the left and right of the roadway, exit the vehicle and from a good viewing position check both directions along the railroad track.</li> <li>• If clear, enter the truck immediately and proceed to cross the tracks.</li> </ul> <p><b>DO NOT</b> shift gears until the entire truck unit is completely clear of the railway crossing.</p>

TABLE 2.2 – Commentary Drive	
Instructions to Applicant	Skill Objective
<p>During the personal drive, the applicant must demonstrate the principles of commentary driving as it relates to general traffic situations. This shall be approximately 15 minutes.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>Information given during the commentary portion will consist of relevant factors in the traffic scene, as mentioned in advance. This is also about perception, which is being able to see and know what is going on around your truck. Applicants must identify hazards, see objects, vehicles or situations, as well as understand the situation and manage these hazards.</p> <p>Information given must be:</p> <ul style="list-style-type: none"> <li>✓ Accurate</li> <li>✓ Correct priority</li> <li>✓ Relevant to what is occurring</li> <li>✓ Far enough in advance.</li> </ul>
Expected Applicant Feedback	
  <p><i>The order of lights for a vertical traffic control signal is red at the top, yellow in the centre, and green at the bottom.</i></p> <p><i>The order of lights for a horizontal traffic control signal is red on the left, yellow in the centre, and green on the right.</i></p>	<p>Commentary driving will deal with:</p> <ul style="list-style-type: none"> <li>• <b>Relevant traffic control devices</b></li> <li>• <b>Road position:</b> A safe following distance will vary with the speed being maintained and conditions of the road surface and visibility. Maintain a minimum of 4 second following distance</li> <li>• <b>To determine the proper following distance:</b> <ul style="list-style-type: none"> <li>○ Identify a stationary object ahead such as a road sign, or seam on the road.</li> <li>○ Note when the rear bumper of the vehicle in front of you passes that object.</li> <li>○ Begin to count, "one thousand and one, one thousand and two," and so on.</li> <li>○ Stop counting when your vehicle's front bumper arrives at the stationary object.</li> </ul> </li> <li>• <b>Visual habits:</b> Watch for dangers by moving eyes back and forth over an area. Scan approximately 12 seconds ahead of the present position. Applicant must be aware of what is happening and what is likely to happen ahead, to the sides, and to the rear of the vehicle. Mirrors must be checked before changing speed or direction.</li> <li>• <b>Traffic situation:</b> This includes the general situation as it exists or changes</li> </ul>




# Phase 4 – Teaching Modules

TABLE 3.1 – Right and Left Turns	
Instructions to Applicant	Skill Objective
<p>The applicant will explain and demonstrate a minimum of four right turn and four left turns within a specific area.</p> <p>Applicant must be in the proper gear when performing turns.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>In any vehicle where the rear axle cannot steer during a turning manoeuvre, the rear tires will follow a different path than the steering tires. Off-tracking tendencies of the vehicle must be taken into consideration.</p> <p>There are two types of off-tracking:</p> <ul style="list-style-type: none"> <li>✓ high speed</li> <li>✓ low or moderate speed</li> </ul> <p><b>Low Speed Off-Tracking</b> is common in city driving. It can be very dangerous. In low or moderate speed turns, the rear tires are pulled inward of the steering path. The longer the wheelbase of the vehicle or the tighter the turn will always result in more off-tracking.</p> <p><b>High Speed Off-Tracking</b> - When vehicles travel at high speeds the rear wheels pull outward from the steering path. This is due to the influence of centrifugal force. When driving a large unit the applicant must always use moderate speeds when entering curves on open highways.</p>
Right Turn	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• Mirror check and signal to move into the proper road position for a right turn. (Amount of off-track must be considered)</li> <li>• Reduce speed one half-block back</li> <li>• Shift into proper gear for the turn. Avoid lugging the engine.</li> <li>• Signal to the right, one third of a block back.</li> <li>• Scan the intersection for traffic control devices and comply as required.</li> <li>• Check left mirror for vehicles attempting to pass or that could otherwise interfere with the turning procedure.</li> <li>• Check right mirror to ensure that smaller vehicles, motorcycles, cyclists, or pedestrians are not attempting to proceed in or around the right side of the tractor-trailer unit. Yield to pedestrians.</li> <li>• Check if the intended lane of travel is free of obstructions, such as parked vehicles. If there is a parked vehicle within one block, then the left side of the vehicle is to be used as an extension of the curb.</li> </ul>

<p><b>Right turns:</b> Changing gears must not happen just prior to the steering wheel being turned in the direction of the turn and until the off-tracking of the right rear tire of the trailer has safely cleared the tightest point of the turn.</p> <p><b>Note:</b> Turning right at a corner is more difficult than turning left. When turning left, you will have a clear view of the corner. Turning to the right means that a blind spot will be present at certain times</p>	<ul style="list-style-type: none"> <li>• Check left, center, right for traffic and pedestrians. Check left again.</li> <li>• Proceed with the turning procedure using the hand over hand steering method while constantly scanning the front and right side of vehicle. (Watch for vehicles attempting to pass on the right.)</li> <li>• Return to curb lane immediately after the rear wheels clear the curb. Explain when to begin recovery of the steering wheel and method.</li> <li>• Speed must be safe and controlled at all times.</li> <li>• Looking well down the driving path, at least one block, continue recovering the steering wheel using hand-over-hand method.</li> <li>• Accelerate and ensure that signal light has been cancelled.</li> </ul>
<p><b>Left Turn</b></p>  <p><b>Left turns:</b> Changing gears must not happen just prior to the steering wheel being turned in the direction of the turn and until the off-tracking of the left rear tire of the trailer has safely cleared the tightest point of the turn.</p>	<p><b>Expected Applicant Feedback</b></p> <ul style="list-style-type: none"> <li>• If not in the legal turning lane, mirror and shoulder check left, signal at least <b>one</b> half block back and when <b>safe</b> enter the proper turning lane. This is the lane just to the right of the center line or the left curb on one-way streets or as indicated by directional signs. Where two or more lanes are allowed to turn left you should always position yourself in the outside (right) lane. This will keep other vehicles that are turning, visible in your left mirror and not on your blindside. Also reduce your speed one half-block.</li> <li>• Ensure that you shift into a proper gear for the turn if the turn can be done without stopping.</li> <li>• From the proper lane, signal left at least one third of a block from the intersection.</li> <li>• Scan the intersection for traffic control devices and comply as required. Check left, center, right and left again for traffic and pedestrians.</li> <li>• Travel straight into the intersection to within approximately 3 meters, one lanes width, of the intended lane. (Except on one- way streets.)</li> <li>• Keep front wheels straight and yield to approaching traffic and/or pedestrians in the crosswalk to the left.</li> <li>• Look well along the intended lane of travel, accelerate, and begin the turn when safe to do so. Use the hand-over-hand steering method. Remember to constantly check the left mirror.</li> <li>• Stay only as far to the right side to avoid the rear wheels running over obstacles or other vehicles.</li> <li>• Start to recover steering by using the hand-over-hand method and return into the proper lane.</li> <li>• Accelerate, cancel the turn signal and look well down your intended path of travel.</li> </ul>



Starting on a Hill	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• When the wheels are straight, stop and explain the proper procedure for starting on a hill to prevent the vehicle from rolling back. (Include proper use of clutch, brake and throttle.)</li> <li>• When the vehicle is moving, accelerate slowly and look well down your intended path of travel. (12 seconds or one block)</li> </ul>
Parking and Starting Downhill	Expected Applicant Feedback
 <p data-bbox="360 1184 425 1220"><i>Hill</i></p>	<ul style="list-style-type: none"> <li>• The applicant will explain and demonstrate the proper procedure for bringing the vehicle into a normal legal park position.</li> <li>• He or she will check left then move the vehicle forward slowly while steering slightly to the left. They must explain that this is necessary in order to give the right front wheel clearance from the curb.</li> <li>• Continue moving forward very slowly and continue turning the wheels fully to the right. (Explain dry-steering and why it must be avoided).</li> <li>• Allow the front tire to gently make contact with the curb, which will stop the vehicle. (Test the park to ensure it will hold the vehicle.)</li> <li>• Demonstrate and explain the proper procedure for securing the vehicle. This will include placing the transmission in lowest reverse gear, and applying the vehicle parking brakes.</li> <li>• Explain the proper procedure for vehicle shut down and blocking of the wheels.</li> <li>• When ready to leave the park position, explain the proper start up procedure. (From curb.)</li> <li>• Demonstrate and explain backing the vehicle just far enough to straighten the front wheels.</li> <li>• Demonstrate and explain the proper procedure for leaving the curb from a downgrade position. (Wheels are in straight position.)</li> </ul>

# Class 2

Instructor development guide

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Archived

Transportation, Government of Alberta  
September 2019  
Class 2 Instructor Development Guide

For more information regarding this content visit: <https://www.alberta.ca/become-a-licensed-driving-instructor-how-to-apply.aspx>.

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## Introduction

This document is intended for licensed Class 2 driving schools in Alberta. It is a guideline for the education and development of applicants who want to become licensed commercial class driving instructors. It is general and specific in its approach and attempts to promote a broad base of learning. Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this document to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. Rather, this guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits. For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant on-road session.

The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

## Guide to Delivering Driver Training

### Knowledge

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive

understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

## Communication

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their student that instills confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

## Patience

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

## Error Identification

A fundamental role of an instructor is to demonstrate the ability to identify an error committed by the student. Furthermore, an instructor is expected to provide remedial action to assist the student in various scenarios involving Class 2 vehicles.

# Policies

## Phase 1 – Knowledge Exams

### Objectives

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time. Each appointment must be booked by a representative of the driving school, preferably the Senior Instructor; not the applicant. At the time of booking, the applicant's full name and drivers licence number must be provided.

The applicant must hold at least a Class 2 drivers licence and provide an acceptable criminal record check before being eligible to attempt the knowledge test.

The knowledge testing consists of two exams:

1. A general knowledge exam consisting of 50 questions and,
2. A supplemental exam, consisting of 30 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be scored upon completion. The test results will be discussed with successful candidates only. Once successful with both written tests, the applicant may proceed to Phase 2.

### Important Note

Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant.

## Reference Material

- Today's Driving Manual (available from C.A.E. Safety Consultants Inc. on 403-287-7775)
- Class 2 Mandatory Entry-Level Training (MELT) Guidelines and Curriculum
- Alberta Traffic Safety Act and related Regulations (available at [www.qp.alberta.ca](http://www.qp.alberta.ca))
  - ✓ Operator Licensing and Vehicle Control Regulation
  - ✓ Vehicle Equipment Regulation
  - ✓ Driver Training and Driver Examiner Regulation
  - ✓ Use of Highway and Rules of the Road Regulation
  - ✓ Off-Highway Vehicle Regulation
  - ✓ Commercial Vehicle Safety Regulation
- Commercial Driver's Guide to Operation, Safety and Licensing (for Trucks, Buses, Emergency Responders & Taxis) (Available at [www.alberta.ca](http://www.alberta.ca))
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (available at [www.alberta.ca](http://www.alberta.ca))
- Instructor Development Guide

## Practical Examinations

The Administrator will be responsible for route selection throughout the exam. Only the applicant and Driver Program Administrators are allowed in the vehicle during the exam with the exception of another Department official present for training or supervision.

An appointment to attempt Phase 2, 3, and 4 may be made with DPLS only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school's Senior Instructor is confident that the applicant is properly prepared for this Phase and a driver training vehicle is available. The school must also have a senior instructor or other qualified individual on site for timely Teaching Module skills training lot setup.

Prior to the practical examination, the applicant must purchase and obtain their Criminal Record Check from a qualified police service.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 3, to be conducted on a different day.

The following documents must be presented to DPLS prior to the client's practical test commencing. If invalid, expired or missing, the practical test will have to be rescheduled through the driving school.

- Declaration of Training
- Operator's Licence
- Medical Assessment
- Vehicle Insurance
- Vehicle Registration
- Commercial Vehicle Inspection Certificate (CVIP)
- Criminal Records Check
- Safety Fitness Certificate
- Operating Authority Certificate

## Vehicle for the Exam

The practical assessment will be completed using an automatic transmission bus with a seating capacity exceeding 24 passengers. The exam will not proceed on the promise that a defect will be repaired.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Obstructed visibility (glass)
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / Inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

## Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a) An unsafe action, such as:
  - i. Involved in a collision, regardless of fault
  - ii. Near collision (due to action of applicant)
  - iii. Administrator must intervene in order to prevent an unsafe action.
- b) Client lacks skill and control (regardless of accumulated errors).
- c) A traffic violation.
- d) Too many accumulated errors.
- e) Unable or unwilling to follow Administrator's instructions.
- f) Inadequate verbal information (omitted or inaccurate).

## Phase 2 – In-Yard Procedures

### Objectives

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively conduct a **Vehicle Inspection** for safe operation

#### *Part 1 – Exterior Inspection*

The applicant will be required to communicate and provide a complete inspection of the vehicle. All components must be in good and usable condition. Controls must function properly. Items that require showing how they operate must be identified and demonstrated, such as the lights.

#### *Part 2 – Under the Hood / Engine Compartment*

The applicant will be required to demonstrate an understanding of the correct under the hood procedure.

#### *Part 3 – Engine Start-Up and Interior Inspection*

The applicant will be required to demonstrate an understanding of the correct engine start-up and interior inspection procedure.

2. Demonstrate an **Air Brake Inspection**

Provide a complete description and demonstration of the air brake inspection.

3. Demonstrate **Emergency Evacuation and Fueling Procedures**

The applicant will be required to provide a complete description and demonstration of evacuation procedures in light of fire and unsafe position of the bus. The applicant will also be required to describe the procedure of using assigned helpers. The applicant will be required to demonstrate the procedures for fueling.

4. Demonstrate the driving manoeuvres of **Backing and Parking Procedures**

The applicant will be required to perform the backing procedures for the different types of backing: straight, left, and right. The required backing techniques include straight-line, parallel parking, and country turnaround.

## 5. Demonstrate Railroad Crossing Procedures

The applicant will be required to demonstrate the proper procedures when approaching a railroad crossing.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Phase 3 – Personal Drive & Commentary Drive

### Objectives

The objective of Phase 3 is to assess the ability of the applicant to:

#### 1. Demonstrate a **Personal Drive** and **Commentary Drive** (Hazard Awareness and Management)

Operate a vehicle to a consistently high standard by observing the rules of the road and applying principles of proactive driving in his/her personal driving habits. Demonstrate the principles of commentary driving (hazard awareness and management).

The applicant will be required to operate the vehicle through a series of traffic conditions. This phase will look at the client's ability to operate to a high standard through low, medium, and high traffic situations. The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads. The Personal Drive and Commentary Drive must be completed together. If unsuccessful, the applicant will be required to complete Phase 3 in its entirety.

An appointment to attempt phase 3 may be made upon successful completion of phases 1 and 2.

At the completion of phase 3, the results will be discussed and the applicant advised as to a pass or fail. If passed, the applicant may proceed to Phase 4, to be conducted on a different day.



## Important Note

There is a minimum 14-day waiting period for retesting of Phase 3 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Phase 4 – Teaching Modules

### Objectives

The objective of the teaching modules is to assess the ability of the applicant to describe and teach the basic driving manoeuvres and principles of safe driving, as well as ensuring the safety for the applicant, Driver Program Administrator (DPA), and all other road users.

To successfully pass the teaching modules, the candidate must score a pass in all competence components of each module. Recording a fail on any section will result in an unsuccessful test. The candidate will then be required to repeat phase 4 in its entirety.

The objective of Phase 4 is to assess the ability of the applicant to:

1. Describe and teach the driving manoeuvres of **Turns (Left and Right)**

The exam will be conducted through a complete range of traffic situations including residential, city centre, and merging roads.

2. Describe and teach the driving manoeuvres of **Parking and Starting on a Hill**

The applicant will be required to describe and teach the proper procedures for parking and starting on hills.

3. Describe and teach the procedures of **Loading and Unloading Passengers**

The applicant will be required to demonstrate the procedure of loading and unloading passengers.

An appointment to attempt phase 4 may be made upon successful completion of phase 1, phase 2, and phase 3.

Phase 4 will be approximately two hours unless discontinued due to an automatic failure. At the completion of the Teaching Modules (Phase 4), feedback will be provided by the DPA and the applicant advised as to a pass or fail.

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 4 following the first attempt. If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

# Phase 2 – In-Yard Procedures

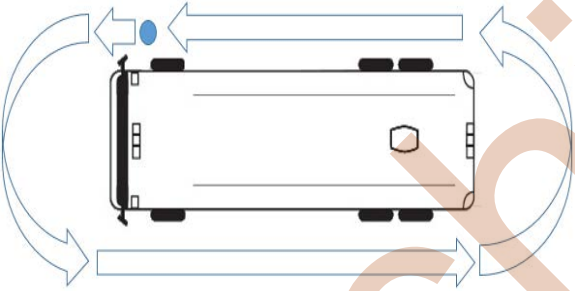
TABLE 1.1 - Vehicle Inspection	
Instructions to Applicant	Skill Objective
<p><b>Vehicle Inspection and Knowledge</b> Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase is to ensure that the applicant understands and can demonstrate a comprehensive vehicle inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>Each driver is responsible and accountable for the safety and operation of their equipment to ensure that it meets mechanical and safety standards. It is essential that each driver inspect their vehicle before departing on a trip. The inspection must involve a complete circle check of the vehicle you will be driving. You will check a number of items along the inside and outside of the bus. Your inspection will take you full circle around your vehicle. Following a routine using the same steps every time will help to not overlook any part of your inspection requirements.</p>
Notes:	Expected Applicant Feedback
 <p>The diagram shows a top-down view of a bus. Four curved arrows form a circle around the bus, indicating a complete circle check. Straight arrows point from the center of the bus towards each of the four corners, indicating a check of the front, rear, left, and right sides.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>Prior to starting procedure:</b></p> <ul style="list-style-type: none"> <li>✓ Bus is on level terrain and at a safe location</li> <li>✓ Set parking/spring brake</li> <li>✓ Ensure that the engine has been shut off</li> <li>✓ Chock the wheels (15 by 15 centimetre block)</li> </ul> <p><b>Exterior Inspection:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Circle Check:</b> complete circle around the vehicle</li> <li>✓ <b>Hood:</b> Is not missing and is secure</li> <li>✓ <b>Bumper, Fender:</b> Is not missing, broken, bent, or corroded or have sharp edges and is securely mounted</li> <li>✓ <b>Mirrors:</b> Should be securely mounted and adjusted to the appropriate setting for the driver. Check for damage that affects the proper functioning of the mirror</li> <li>✓ <b>Windows:</b> Check for cracks, discolouration, exposed sharp edges, or missing parts. Cracks or chips in any area swept by windshield wipers must not be greater than 25 millimetres in diameter</li> <li>✓ <b>Emergency Exit Signs:</b> Must be clearly marked</li> <li>✓ <b>Windshield Wipers:</b> Must function in accordance with the manufacturer's specifications. Each wiper arm and blade assembly must sweep the area specified by the manufacturer and provide effective clearing of the windshield</li> <li>✓ <b>Frame (body, chassis, sliding sub frame):</b> Check for Cracks, corrosion,</li> </ul>















TABLE 1.2 – Air Brake Inspection	
Instructions to Applicant	Skill Objective
<p><b>Air Brake Inspection and Knowledge</b> Explain and demonstrate the air brake inspection procedure.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate a comprehensive air brake inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>As in the trip inspection of the vehicle, the driver plays an important role in maintaining the air brake unit. A driver must be alert and know how the air brake system works. Any brake problems must be reported so the necessary repairs can be done.</p>
Step Procedure	Expected Applicant Feedback
<b>Step 1:</b> Prior to starting procedure	<ul style="list-style-type: none"> <li>• Chock the wheels with the vehicle on level ground</li> <li>• Perform a visual inspection of the air brake components</li> <li>• Leave the engine off with the key in the 'on' position</li> </ul>
<b>Step 2:</b> (Park Control Valve)	<ul style="list-style-type: none"> <li>• Push the park control valve (yellow button)</li> <li>• Pump the foot valve to reduce air pressure</li> <li>• Low air pressure warning comes on by 60 PSI (414 kPa)</li> <li>• Park control valve (yellow button) should “pop” out by 20-45 PSI (138-310 kPa).</li> </ul>
<b>Step 3:</b> (Supply Circuit)	<ul style="list-style-type: none"> <li>• Start the engine and run at fast idle around 1200 RPM</li> <li>• Perform compressor build-up test: 50 to 90 PSI (345 to 621 kPa) within 3 minutes</li> <li>• Low air pressure warning light should go out by 60 PSI (414 kPa)</li> </ul>
<b>Step 4:</b> (Governor Operation)	<ul style="list-style-type: none"> <li>• Build air pressure to system maximum to confirm governor cut-out at 120-135 PSI (828-931kPa)</li> <li>• Release park brake</li> <li>• Pump service brake to reduce air pressure until governor cuts in. Confirm cut-in is 20 – 25 PSI (138 – 172 kPa) less than cut-out pressure</li> </ul>
<b>Step 5:</b> (Air System Leaks)	<ul style="list-style-type: none"> <li>• Push park control valve and rebuild air pressure</li> <li>• Turn off engine, key in 'on' position</li> <li>• Apply and firmly hold a full service brake application (allow air time to stabilize) for 2 minutes</li> <li>• Maximum 4 PSI (28 kPa) loss for power unit after the system stabilizes.</li> <li>• Release service brake application and reapply spring park brakes</li> </ul>
<b>Step 6:</b> (Service Brake Response)	<ul style="list-style-type: none"> <li>• Remove wheel chocks</li> <li>• Release spring park brakes</li> <li>• Perform a brake response test using the foot valve</li> </ul>

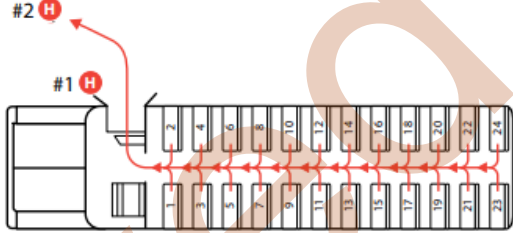
TABLE 1.3 – Emergency Evacuation Procedures	
Instructions to Applicant	Skill Objective
<p><b>Methods of Evacuation</b> Explain and demonstrate the front-door evacuation procedure during emergency situations. The applicant must describe the procedure of using assigned helpers.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate the front door evacuation procedure, and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The applicant will be able to determine the need to evacuate a bus in light of fire and unsafe position of the bus. Evacuations should be carefully explained to passengers.</p> 
Step Procedure	Expected Applicant Feedback
Step 1	<ul style="list-style-type: none"> <li>Stop the bus, set parking brake, turn off engine and remove key</li> </ul>
Step 2	<ul style="list-style-type: none"> <li>The applicant stands, opens the front door, faces the passengers to get their attention and inform them of the situation. Everybody evacuating should have their hands free and not take anything out of the bus as getting out is first priority.</li> </ul>
Step 3	<ul style="list-style-type: none"> <li>The applicant controls the order of evacuation. Appoint a responsible helper to exit the bus and lead passengers to a safe location (35 metres away from the bus). The applicant must instruct passengers to evacuate from the front of the bus alternating seats from side to side until all passengers have left the bus. The applicant will be the last person off the bus after ensuring that all the passengers had left.</li> </ul>
Step 4	<ul style="list-style-type: none"> <li>After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered.</li> <li>The applicant must take a head count to ensure all passengers are accounted for</li> </ul>

TABLE 1.4 – Fueling Procedures	
Instructions to Applicant	Skill Objective
<p><b>Fueling Procedures</b> Explain and demonstrate the ability to locate fuel tanks and filler caps, and apply proper fueling methods:</p> <ul style="list-style-type: none"> <li>✓ Gasoline</li> <li>✓ Diesel</li> <li>✓ Propane</li> </ul> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate the fueling procedure, and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The three common types of fuel that buses use are gas, diesel, and propane. Each of these will be handled with care and safety.</p>
Gasoline / Diesel	Expected Applicant Feedback
<p><b>Note:</b> It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> <li>• Never fuel the bus with passengers onboard</li> <li>• Do not dispense fuel into the fuel tank while the engine is running</li> <li>• Do not repeatedly enter and exit the vehicle while fueling. Doing so can cause static build-up that can cause a static spark to occur when handling fuel nozzle</li> <li>• Never overfill the fuel tank</li> <li>• In the event of a major or minor fuel spill, notify the attendant to get it cleaned up immediately using an approved absorbent material; and</li> <li>• Do not dispense fuel in close proximity to electrical sparks or open flame and DO NOT SMOKE.</li> </ul>
Propane	Expected Applicant Feedback
<p><b>Note:</b> It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> <li>• Only personnel with proper certification or training will refuel a propane powered bus</li> <li>• There are no ignition sources within three metres (10 feet) of the dispenser or container being filled</li> <li>• Protective gloves and proper clothing are being worn (i.e. long-sleeve shirts)</li> <li>• Engine and electrical accessories are switched off</li> <li>• NO ONE IS SMOKING</li> <li>• Attach the filling hose to fill connection of vehicle fuel tank</li> <li>• Open the fixed-liquid level gauge (bleeder valve)</li> <li>• When liquid level reaches maximum permitted in</li> </ul>

	<p>the tank, liquid propane in the form of a mist will be discharged from the liquid level gauge. Fuelling should now be terminated</p> <ul style="list-style-type: none"><li>• The fixed level gauge must be shut off and fill-line disconnected</li><li>• The magnetic float gauge attached to the tank should indicate the tank is now filled to capacity (total capacity of the tank is approximately 80 per cent)</li></ul>
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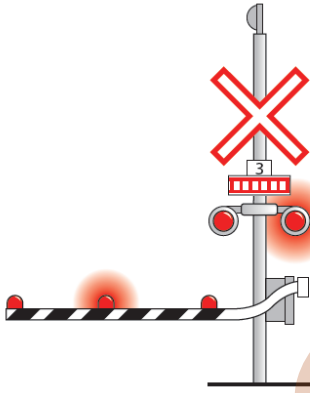
TABLE 1.5 – Straight-Line Backing Procedures	
Instructions to Applicant	Skill Objective
<p><b>Backing and Parking Procedures</b> Demonstrate the proper backing and parking procedures for:</p> <ul style="list-style-type: none"> <li>• Straight-Line backing</li> <li>• Country Turnaround</li> <li>• Parallel Parking</li> </ul> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate proper backing procedures for the different types of backing: straight, left, and right.</p>
Straight-Line Backing	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Straight-line backing manoeuvre will be in a space that is between 3.5 and 3.7 metres wide and as long as 2/3 the length of the vehicle.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Pull the bus ahead no more than 1 time to align it to the desired position</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Reverse into the space at idle speed</li> <li>✓ Exit the bus to examine space and vehicle alignment</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuvre space</li> <li>✓ Stop bus movement upon reaching the desired position</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.6 – Country Turnaround	
Country Turnaround – Passenger side	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> – The Country turnaround (right) manoeuver will be in an 11 metre square box. Four cones/markers will be set at each corner. The manoeuver will be performed from both sides</p>	<ul style="list-style-type: none"> <li>✓ Slow bus down. Check mirrors, shoulder check, signal right and pull the bus approximately one bus length ahead of the space you will be backing into and 1 to 1.5 metres from the side of the simulated curb.</li> <li>✓ Stop the bus in the proper position on the main space</li> <li>✓ Open windows, silence audio devices, sound the horn, turn on hazard lights and shift into reverse.</li> <li>✓ Slowly begin reversing until you see your right rear wheels line up with the side space entry point.</li> <li>✓ Begin turning the steering wheel to the right as the rear of the bus slowly enters the side space</li> <li>✓ Continue safely reversing into the side space using your mirrors and shoulder checking both right and left. Gradually straighten out the bus as you complete the turn and come as to stop. Reverse until the bus is fully in the space being backed into.</li> <li>✓ Deactivate the hazard lights and ensure the bus is clear.</li> <li>✓ Complete the turnaround manoeuvre within 10 minutes</li> </ul>
Country Turnaround – Driver side	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> – The Country turnaround (left) manoeuver will be in an 11 metre square box. Four cones/markers will be set at each corner. The manoeuver will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Scan your mirrors and shoulder check before turning left. Open windows, silence audio devices, and turn on hazard lights</li> <li>✓ Stop the bus and select reverse. Sound horn once for every bus length as you back, and using your mirrors and sightlines, back into the closest lane without crossing the centerline.</li> <li>✓ Complete the turnaround manoeuvre within 10 minutes</li> </ul>

TABLE 1.7 – Parallel Parking (Clear side)	
Parallel Parking - Left (Clear Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (left) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the vehicle. The manoeuvre will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Drive the bus forward until the front of the bus is 1.5 times the total unit length past the front of the simulated curb.</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Begin reversing by turning the steering wheel to the right to move the bus to the left at idle speed</li> <li>✓ Turn the steering wheel to the right direction at the appropriate time, aligning the bus with the adjacent lane</li> <li>✓ Pull up the vehicle no more than 1 time to align it during the manoeuvre</li> <li>✓ Exit the vehicle to examine space and vehicle alignment</li> <li>✓ Stop vehicle movement upon reaching the desired position</li> <li>✓ Complete the reverse movement while staying within the target area allowance</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>



TABLE 1.8 – Parallel Parking (Blind side)	
Parallel Parking - Right (Blind Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (right) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the vehicle. The manoeuvre will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Drive the bus forward until the front of the bus is 1.5 times the total unit length past the front of the simulated curb.</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Begin reversing by turning the steering wheel to the right to move the bus to the right at idle speed</li> <li>✓ Turn the steering wheel to the left direction at the appropriate time, aligning the bus with the adjacent lane</li> <li>✓ Continue backing with the wheels turned right until the bus is parallel with the spot. Pull up the vehicle no more than 1 time to align it during the manoeuvre</li> <li>✓ Exit the vehicle to examine space and vehicle alignment</li> <li>✓ Stop vehicle movement upon reaching the desired position</li> <li>✓ Complete the reverse movement while staying within the target area allowance</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.9 – Railroad Crossing	
Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate the correct procedures when crossing railroad tracks, procedures when a train is approaching, and procedures at obstructed railroad crossings. The purpose of this phase component is to ensure that the applicant understands and can demonstrate railroad crossing procedures and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>This area of the exam will allow the applicant to demonstrate railroad crossing knowledge and application as well as vehicle handling skills when crossing railroad tracks:</p> <ul style="list-style-type: none"> <li>✓ Railroad Crossing Procedure when a Train is Approaching</li> <li>✓ Obstructed Railroad Crossings</li> </ul>
Train Approaching	Expected Applicant Feedback
 <p><b>Note:</b> Use of Highway and Rules of the Road Regulation AR 304/2002 Section 42 (9) states that A person driving a vehicle shall not, in respect of a railway crossing that is located on a highway outside of an urban area and that is controlled by a traffic control device, park the vehicle within 50 metres of the nearest rail of the railway.</p>	<ul style="list-style-type: none"> <li>✓ Obey the traffic signs, signals, gates, and flag person. If in the left lane of a multi-lane highway, signal and change to the far right lane well in advance of the crossing.</li> <li>✓ Use mirrors to check for traffic behind you and then stop gradually. Stop no closer than 5 metres (about 16 feet) and no further than 15 metres (about 49 feet) from the nearest track.</li> <li>✓ Secure the bus. Roll down the window or open the front door and reduce any noise inside the vehicle by silencing the audio system, radio etc.</li> <li>✓ While stopped, look carefully in each direction for approaching trains. Look around obstructions such as mirrors and windshield pillars. Resume travel, making sure there is enough room on the other side of the track for the entire bus to clear.</li> <li>✓ If there is no indication of a train, close window and front door and release parking brake</li> <li>✓ Check the crossing signals one more time before proceeding. If the crossing lights begin to flash after starting, keep going. It is safer to continue than to back up. When crossing multi-track crossings, make certain there are no trains approaching before crossing any of the tracks</li> <li>✓ After a train passes on a multi-track crossing, wait until all tracks become visible in both directions before proceeding. A second train may be approaching from the opposite direction</li> </ul>
Obstructed Railroad Crossing	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>✓ If weather or obstructions make it difficult to see adjust the speed so that you can come to a safe stop if there is a train approaching. Walk to the tracks to see if the bus can cross.</li> <li>✓ Return to the bus and proceed across the tracks when it is safe and no train is approaching.</li> </ul>

# Phase 3 – Personal Drive & Commentary Drive

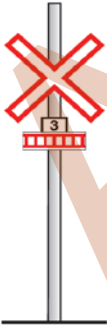

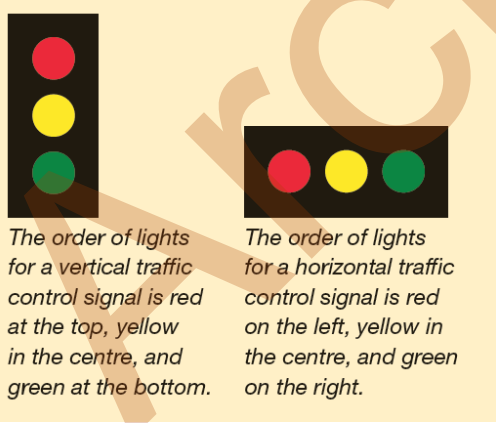
TABLE 2.1 – Personal Drive	
Instructions to Applicant	Skill Objective
<p>The personal drive shall be approximately 45 minutes.</p> <p>The Administrator will determine the route. Care will be taken to ensure the bus routes conforming to city by-laws are followed.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the maneuver. In some instances, instruction will be given further in advance to permit the applicant to plan his or her actions. Examiner will not ask that any illegal manoeuvres be performed.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>This area of the exam will allow the applicant to demonstrate rules-of-the-road knowledge and application as well as vehicle handling skills within a live traffic environment.</p> <p>The Personal Drive is an error based evaluation. The applicant is allowed to accumulate up to 50 points; however, the test may be discontinued at any point due to an automatic disqualification or other safety concerns.</p> <p>At an appropriate time the applicant will be asked to assume he or she is transporting passengers. Applicant must explain and demonstrate the proper procedure when approaching and crossing an un-controlled railroad crossing.</p>
Step Procedure – Uncontrolled Railroad Crossing	Expected Applicant Feedback
 <p><b>Note:</b> <i>Use of Highway and Rules of the Road Regulation AR 304/2002 Section 42 (8)</i> states that a driver shall not shift gears of the vehicle while crossing railway tracks. Shifting gears while crossing railway tracks will increase the chance of stalling or not being able to get the transmission into the correct gear while on the tracks.</p>	<ul style="list-style-type: none"> <li>• Stop in a safe location between 5 and 15 metres from the nearest rail.</li> <li>• Apply brakes.</li> <li>• Turn off the engine and roll down the windows to listen for an approaching train.</li> <li>• If you cannot see clearly for a safe distance along the tracks to the left and right of the roadway, exit the vehicle and from a good viewing position check both directions along the railroad track.</li> <li>• If clear, enter the cab immediately and proceed to cross the tracks.</li> </ul>

TABLE 2.2 – Commentary Drive	
Instructions to Applicant	Skill Objective
<p>During the personal drive, the applicant must demonstrate the principles of commentary driving as it relates to general traffic situations. This shall be approximately 15 minutes.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>Information given during the commentary portion will consist of relevant factors in the traffic scene, as mentioned in advance. This is also about perception, which is being able to see and know what is going on around your bus. Applicants must identify hazards, see objects, vehicles or situations, as well as understand the situation and manage these hazards.</p> <p>Information given must be:</p> <ul style="list-style-type: none"> <li>✓ Accurate</li> <li>✓ Correct priority</li> <li>✓ Relevant to what is occurring</li> <li>✓ Far enough in advance.</li> </ul>
Expected Applicant Feedback	
  <p>The order of lights for a vertical traffic control signal is red at the top, yellow in the centre, and green at the bottom.</p> <p>The order of lights for a horizontal traffic control signal is red on the left, yellow in the centre, and green on the right.</p>	<p>Commentary driving will deal with:</p> <ul style="list-style-type: none"> <li>• <b>Relevant traffic control devices</b></li> <li>• <b>Road position:</b> A safe following distance will vary with the speed being maintained and conditions of the road surface and visibility. Maintain a minimum of 4 second following distance</li> <li>• <b>To determine the proper following distance:</b> <ul style="list-style-type: none"> <li>○ Identify a stationary object ahead such as a road sign, or seam on the road.</li> <li>○ Note when the rear bumper of the vehicle in front of you passes that object.</li> <li>○ Begin to count, "one thousand and one, one thousand and two," and so on.</li> <li>○ Stop counting when your vehicle's front bumper arrives at the stationary object.</li> </ul> </li> <li>• <b>Visual habits:</b> Watch for dangers by moving eyes back and forth over an area. Scan approximately 12 seconds ahead of the present position. Applicant must be aware of what is happening and what is likely to happen ahead, to the sides, and to the rear of the vehicle. Mirrors must be checked before changing speed or direction.</li> <li>• <b>Traffic situation:</b> This includes the general situation as it exists or changes</li> </ul>

## Phase 4 – Teaching Modules

TABLE 3.1 – Right and Left Turns	
Instructions to Applicant	Skill Objective
<p>The applicant will explain and demonstrate a minimum of four right turn and four left turns within a specific area.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>In any vehicle where the rear axle cannot steer during a turning manoeuvre, the rear tires will follow a different path than the steering tires. Off-tracking tendencies of the vehicle must be taken into consideration.</p> <p>There are two types of off-tracking:</p> <ul style="list-style-type: none"> <li>✓ high speed</li> <li>✓ low or moderate speed</li> </ul> <p><b>Low Speed Off-Tracking</b> is common in city driving. It can be very dangerous. In low or moderate speed turns, the rear tires are pulled inward of the steering path. The longer the vehicle or the tighter the turn will always result in more off-tracking.</p> <p><b>High Speed Off-Tracking</b> - When vehicles travel at high speeds the rear wheels pull outward from the steering path. This is due to the influence of centrifugal force. When driving a large unit the applicant must always use moderate speeds when entering curves on open highways.</p>
Right Turn	Expected Applicant Feedback
<p><b>Note:</b> Turning right at a corner is more difficult than turning left. When turning left, you will have a clear view of the corner. Turning to the right means that a blind spot will be present at certain times</p>	<ul style="list-style-type: none"> <li>• Mirror check and signal to move into the right-most lane available.</li> <li>• Reduce speed.</li> <li>• Signal to the right 30 metres from the turn in urban areas and 100 metres in rural areas</li> <li>• Scan the intersection for traffic control devices and comply as required.</li> <li>• Check left, center, right for traffic, pedestrians, or cyclists. Check left again. Yield as necessary</li> <li>• Proceed with the turning procedure using the hand over hand steering method while constantly scanning the front and right side of vehicle</li> <li>• Speed must be safe and controlled at all times.</li> <li>• Looking well down the driving path, at least one block, continue recovering the steering wheel using hand-over-hand method.</li> <li>• Accelerating as necessary and ensure that signal light has been cancelled.</li> </ul>

Left Turn	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• If not in the legal turning lane, mirror and shoulder check left, signal at least one half block back and when safe enter the proper turning lane. This is the left most lane on a single lane turn or as indicated by directional signs. Where two or more lanes are allowed to turn left you should always position yourself in the outside (right) lane. This will keep other vehicles that are turning, visible in your left mirror and not on your blindside. Reduce speed.</li> <li>• From the proper lane, signal left 30 metres from the turn in urban areas and 100 metres in rural areas</li> <li>• Scan the intersection for traffic control devices and comply as required.</li> <li>• Check left, center, right and left again for traffic, pedestrians, or cyclists. Yield as necessary.</li> <li>• Travel straight into the intersection to within approximately 3 meters, one lanes width, of the intended lane. (Except on one- way streets.)</li> <li>• Keep front wheels straight and yield to approaching traffic and/or pedestrians in the crosswalk to the left.</li> <li>• Look well along the intended lane of travel, accelerate, and begin the turn when safe to do so. Use the hand-over-hand steering method. Remember to constantly check the left mirror.</li> <li>• Stay only as far to the right side as necessary to avoid the rear wheels running over obstacles or other vehicles.</li> <li>• Start to recover steering by using the hand-over-hand method and return into the proper lane.</li> <li>• Accelerate, cancel the turn signal and look well down your intended path of travel. (Twelve seconds ahead.)</li> </ul>



Starting on a Hill	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• When the wheels are straight, stop and explain the proper procedure for starting on a hill to prevent the vehicle from rolling back. (Include proper use of clutch, brake and throttle.)</li> <li>• Push down on the accelerator a little until the bus pulls a bit</li> <li>• Gently release the park brake (engage park brake again if the bus begins to rollback)</li> <li>• Use accelerator to find the right level of control</li> <li>• Signal, check mirrors and shoulder check to ensure the roadway is clear</li> <li>• Smoothly push down on the accelerator, pull away, and look well down your intended path of travel. (12 seconds or one block)</li> <li>• When the vehicle is moving, accelerate slowly</li> </ul>
Parking and Starting Downhill	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• The applicant will explain and demonstrate the proper procedure for bringing the vehicle into a normal legal park position.</li> <li>• He or she will check left then move the vehicle forward slowly while steering slightly to the left. They must explain that this is necessary in order to give the right front wheel clearance from the curb.</li> <li>• Continue moving forward very slowly and continue turning the wheels fully to the right. (Explain dry-steering and why it must be avoided).</li> <li>• Allow the front tire to gently make contact with the curb, which will stop the vehicle. (Test the park to ensure it will hold the vehicle.)</li> <li>• Demonstrate and explain the proper procedure for securing the vehicle.</li> <li>• Explain the proper procedure for vehicle shut down and blocking of the wheels.</li> <li>• When ready to leave the park position, explain the proper start up procedure. (From curb.)</li> <li>• Demonstrate and explain backing the vehicle just far enough to straighten the front wheels.</li> <li>• Demonstrate and explain the proper procedure for leaving the curb from a downgrade position. (Wheels are in straight position.)</li> </ul>



TABLE 3.3 – Loading and Unloading Passengers	
Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate the correct procedures when loading and unloading passengers.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate passenger loading/unloading procedures and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>These procedures have been developed with the assumption that the applicant is able to apply the learned driving skills.</p>
Loading and Unloading Passengers	Expected Applicant Feedback
1. Check Mirrors Often as you Drive	<ul style="list-style-type: none"> <li>• Pay attention when a bus stop is coming up</li> <li>• Get a good reading of the traffic patterns for both following and oncoming vehicles</li> <li>• Ensure the traffic is clear</li> <li>• Ensure the stop can be done with no hazards to the bus</li> <li>• No oncoming vehicles</li> <li>• Slow down before the stop to allow traffic to clear</li> <li>• Applicant must not use the shoulder or “parking lane” of a provincial highway as a driving lane.</li> </ul>
2. Signal Right	<ul style="list-style-type: none"> <li>• This will indicate your intentions to change lane position.</li> <li>• Shoulder check and check your mirrors every time you change position in your lane.</li> <li>• Look ahead and choose a location suitable for loading</li> </ul>
3. Secure the Bus	<ul style="list-style-type: none"> <li>• Cancel the right signal, set parking brake. This must be done every time.</li> <li>• Transit bus: Interlock brakes on some transit buses prevents power from being transferred to the throttle and can be applied instead of setting the gear in neutral and applying the parking brake</li> </ul>
4. Mirror and Shoulder Checks	<ul style="list-style-type: none"> <li>• Check for vehicles approaching from the rear, both sides, and the front</li> <li>• Motor coach: If unloading, ensure passengers remain seated until you are ready to unload</li> <li>• Double check again for vehicles that you may have missed the first time or vehicles approaching at a high rate of speed</li> </ul>

5. Open the Door	<ul style="list-style-type: none"> <li>• Ensure that passengers entering and exiting the bus conduct themselves in an orderly fashion</li> <li>• Do not close the door until passengers entering are safely on the bus or until passengers exiting have safely exited the bus.</li> <li>• Use mirrors to monitor passengers exiting from the vehicle from the rear door prior to closing the door (if applicable)</li> </ul>
6. Close the Door	<ul style="list-style-type: none"> <li>• Once all passengers have entered or exited the bus, all doors must be closed prior to moving the bus.</li> <li>• Make sure all passengers are seated. (Except for transit buses, where standing passengers are permitted). Take one final look in the mirrors to ensure no individuals are around the bus</li> </ul>
7. Mirror Check, Shoulder Check, and Signal Left	<ul style="list-style-type: none"> <li>• When safe to do so, pull back into the driving lane and proceed on your route.</li> <li>• In addition to yielding the right of way to other road users, watch out for vulnerable road users prior to moving the bus</li> </ul>

# Class 2-S

Instructor development guide

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Transportation, Government of Alberta  
September 2019  
Class 2-S Instructor Development Guide

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# Introduction

This document is intended for licensed Class 2-S driving schools in Alberta. It is a guideline for the education and development of applicants who want to become licensed commercial class driving instructors. It is general and specific in its approach and attempts to promote a broad base of learning. Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this document to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. Rather, this guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits. For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant on-road session.

The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

## Guide to Delivering Driver Training

### Knowledge

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

## Communication

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their student that instils confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

## Patience

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

## Error Identification

A fundamental role of an instructor is to demonstrate the ability to identify an error committed by the student. Furthermore, an instructor is expected to provide remedial action to assist the student in various scenarios involving Class 2 vehicles.



# Policies

## Phase 1 – Knowledge Exams

### Objectives

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time. Each appointment must be booked by a representative of the driving school, preferably the Senior Instructor; not the applicant. At the time of booking, the applicant's full name and drivers licence number must be provided.

The applicant must hold at least a Class 2 drivers licence and provide an acceptable criminal record check before being eligible to attempt the knowledge test.

The knowledge testing consists of two exams:

1. A general knowledge exam consisting of 50 questions and,
2. A supplemental exam, consisting of 30 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be scored upon completion. The test results will be discussed with successful candidates only. Once successful with both written tests, the applicant may proceed to Phase 2.

### Important Note

Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant.

## Reference Material

- Today's Driving Manual (available from C.A.E. Safety Consultants Inc. on 403-287-7775)
- Class 2-S Mandatory Entry-Level Training (MELT) Guidelines and Curriculum
- Alberta Traffic Safety Act and related Regulations (available at [www.qp.alberta.ca](http://www.qp.alberta.ca))
  - ✓ Operator Licensing and Vehicle Control Regulation
  - ✓ Vehicle Equipment Regulation
  - ✓ Driver Training and Driver Examiner Regulation
  - ✓ Use of Highway and Rules of the Road Regulation
  - ✓ Off-Highway Vehicle Regulation
  - ✓ Commercial Vehicle Safety Regulation
- Commercial Driver's Guide to Operation, Safety and Licensing (for Trucks, Buses, Emergency Responders & Taxis) (Available at [www.alberta.ca](http://www.alberta.ca))
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (Available at [www.alberta.ca](http://www.alberta.ca))
- Instructor Development Guide

## Practical Examinations

The Administrator will be responsible for route selection throughout the exam. Only the applicant and Driver Program Administrators are allowed in the vehicle during the exam with the exception of another Department official present for training or supervision.

An appointment to attempt Phase 2, 3, and 4 may be made with DPLS only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school's Senior Instructor is confident that the applicant is properly prepared for this Phase and a driver training vehicle is available. The school must also have a senior instructor or other qualified individual on site for timely Teaching Module skills training lot setup.

Prior to the practical examination, the applicant must purchase and obtain their Criminal Record Check from a qualified police service.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 3, to be conducted on a different day.

The following documents must be presented to DPLS prior to the client's practical test commencing. If invalid, expired or missing, the practical test will have to be rescheduled through the driving school.

- Declaration of Training
- Operator's Licence
- Medical Assessment
- Vehicle Insurance
- Vehicle Registration
- Commercial Vehicle Inspection Certificate (CVIP)
- Criminal Records Check
- Safety Fitness Certificate
- Operating Authority Certificate

## Vehicle for the Exam

The practical assessment will be completed using an automatic transmission bus with a seating capacity exceeding 24 passengers. The exam will not proceed on the promise that a defect will be repaired.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Obstructed visibility (glass)
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / Inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

## Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a) An unsafe action, such as:
  - i. Involved in a collision, regardless of fault
  - ii. Near collision (due to action of applicant)
  - iii. Administrator must intervene in order to prevent an unsafe action.
- b) Client lacks skill and control (regardless of accumulated errors).
- c) A traffic violation.
- d) Too many accumulated errors.
- e) Unable or unwilling to follow Administrator's instructions.
- f) Inadequate verbal information (omitted or inaccurate).

## Phase 2 – In-Yard Procedures

### Objectives

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively conduct a **Vehicle Inspection** for safe operation

#### *Part 1 – Exterior Inspection*

The applicant will be required to communicate and provide a complete inspection of the vehicle. All components must be in good and usable condition. Controls must function properly. Items that require showing how they operate must be identified and demonstrated, such as the lights.

#### *Part 2 – Under the Hood / Engine Compartment*

The applicant will be required to demonstrate an understanding of the correct under the hood procedure.

#### *Part 3 – Engine Start-Up and Interior Inspection*

The applicant will be required to demonstrate an understanding of the correct engine start-up and interior inspection procedure.

2. Demonstrate an **Air Brake Inspection**

Provide a complete description and demonstration of the air brake inspection.

3. Demonstrate **Emergency Evacuation and Fueling Procedures**

The applicant will be required to provide a complete description and demonstration of evacuation procedures in light of fire and unsafe position of the bus. The applicant will also be required to describe the procedure of using assigned helpers. The applicant will be required to demonstrate the procedures for fueling.

4. Demonstrate the driving manoeuvres of **Backing and Parking Procedures**

The applicant will be required to perform the backing procedures for the different types of backing: straight, left, and right. The required backing techniques include straight-line, parallel parking, and country turnaround.

## 5. Demonstrate Railroad Crossing Procedures

The applicant will be required to demonstrate the proper procedures when approaching a railroad crossing.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Phase 3 – Personal Drive & Commentary Drive

### Objectives

The objective of Phase 3 is to assess the ability of the applicant to:

1. Demonstrate a **Personal Drive** and **Commentary Drive** (Hazard Awareness and Management)

Operate a vehicle to a consistently high standard by observing the rules of the road and applying principles of proactive driving in his/her personal driving habits. Demonstrate the principles of commentary driving (hazard awareness and management).

The applicant will be required to operate the vehicle through a series of traffic conditions. This phase will look at the client's ability to operate to a high standard through low, medium, and high traffic situations. The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads. The Personal Drive and Commentary Drive must be completed together. If unsuccessful, the applicant will be required to complete Phase 3 in its entirety.

An appointment to attempt phase 3 may be made upon successful completion of phases 1 and 2.

At the completion of phase 3, the results will be discussed and the applicant advised as to a pass or fail. If passed, the applicant may proceed to Phase 4, to be conducted on a different day.

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 3 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Phase 4 – Teaching Modules

### Objectives

The objective of the teaching modules is to assess the ability of the applicant to describe and teach the basic driving manoeuvres and principles of safe driving, as well as ensuring the safety for the applicant, Driver Program Administrator (DPA), and all other road users.

To successfully pass the teaching modules, the candidate must score a pass in all competence components of each module. Recording a fail on any section will result in an unsuccessful test. The candidate will then be required to repeat phase 4 in its entirety.

The objective of Phase 4 is to assess the ability of the applicant to:

1. Describe and teach the driving manoeuvres of **Turns (Left and Right)**

The exam will be conducted through a complete range of traffic situations including residential, city centre, and merging roads.

2. Describe and teach the driving manoeuvres of **Parking and Starting on a Hill**

The applicant will be required to describe and teach the proper procedures for parking and starting on hills.

3. Describe and teach the procedures of **Loading and Unloading Passengers**

The applicant will be required to demonstrate the procedure of loading and unloading passengers.

An appointment to attempt phase 4 may be made upon successful completion of phase 1, phase 2, and phase 3.


Phase 4 will be approximately two hours unless discontinued due to an automatic failure. At the completion of the Teaching Modules (Phase 4), feedback will be provided by the DPA and the applicant advised as to a pass or fail.

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 4 following the first attempt. If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant



# Phase 2 – In-Yard Procedures

TABLE 1.1 - Vehicle Inspection	
Instructions to Applicant	Skill Objective
<p><b>Vehicle Inspection and Knowledge</b> Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase is to ensure that the applicant understands and can demonstrate a comprehensive vehicle inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>Each driver is responsible and accountable for the safety and operation of their equipment to ensure that it meets mechanical and safety standards. It is essential that each driver inspect their vehicle before departing on a trip. The inspection must involve a complete circle check of the vehicle you will be driving. You will check a number of items along the inside and outside of the bus. Your inspection will take you full circle around your vehicle. Following a routine using the same steps every time will help to not overlook any part of your inspection requirements.</p>
Notes:	Expected Applicant Feedback
 <p>The diagram shows a top-down view of a bus. A blue dot is located at the front left corner. Four curved arrows form a circle around the bus, indicating a complete circle check. Below the diagram are several horizontal lines for notes.</p>	<p><b>Prior to starting procedure:</b></p> <ul style="list-style-type: none"> <li>✓ Bus is on level terrain and at a safe location</li> <li>✓ Set parking/spring brake</li> <li>✓ Ensure that the engine has been shut off</li> <li>✓ Chock the wheels (15 by 15 centimetre block)</li> </ul> <p><b>Exterior Inspection:</b></p> <ul style="list-style-type: none"> <li>✓ <b>Circle Check:</b> complete circle around the vehicle</li> <li>✓ <b>Hood:</b> Is not missing and is secure</li> <li>✓ <b>Bumper, Fender:</b> Is not missing, broken, bent, or corroded or have sharp edges and is securely mounted</li> <li>✓ <b>Mirrors:</b> Should be securely mounted and adjusted to the appropriate setting for the driver. Check for damage that affects the proper functioning of the mirror</li> <li>✓ <b>Stop Arm / Crossing Arm:</b> Ensure the stop arm and cross arm are operational.</li> <li>✓ <b>Windows:</b> Check for cracks, discolouration, exposed sharp edges, or missing parts. Cracks or chips in any area swept by windshield wipers must not be greater than 25 millimetres in diameter. Emergency windows operate smoothly and seals are in good condition</li> <li>✓ <b>Emergency Exit Signs:</b> Must be clearly marked</li> </ul>







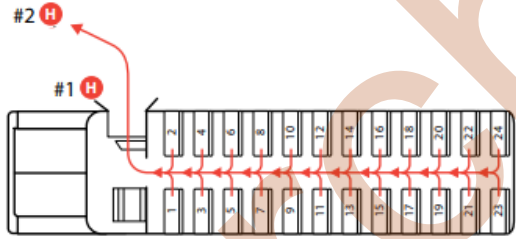
	lights, step well lights) for cleanliness and operation
	<ul style="list-style-type: none"> <li>✓ <b>Heating and Defrosting Systems:</b> Visible portions of the hoses and piping for the interior heaters routed within the occupant compartment must not be abraded, cracked or leaking. Windshield defroster system must deliver heated air to the windshield and, where fitted, to the side windows to the left and right of the driver. If the service door is equipped with frost-resistant glass panels, heated air does not have to be delivered to door glass panels</li> <li>✓ <b>Stepwell:</b> Check that step well is clean and clear of hazards. Handrail is secure</li> <li>✓ <b>Aisle:</b> Ensure that the aisle is not damaged and is clear of obstructions</li> <li>✓ <b>Overhead Luggage Rack / Compartment:</b> Ensure that it is not damaged and is secure</li> <li>✓ <b>Washrooms (if equipped):</b> Ensure that it is in good operating order. The door is functional; toilet and sink are not overflowing and supplies are refilled.</li> <li>✓ <b>Interior Lamps:</b> Each circuit must light and activate the required lamps on that circuit when the appropriate switch is in the "on" position</li> <li>✓ <b>Brake Pedal:</b> Brake pedal pad or anti-skid surface is secure and does not have excessive wear (Where equipped). Moderate foot force is maintained when pedal is depressed for 10 seconds. Total pedal travel does not exceed 80% of the total available travel when heavy force is applied. The brake releases immediately when pressure is released from the pedal</li> <li>✓ <b>Parking Brake:</b> When fully applied and not held by foot or hand force or by hydraulic or air pressure, the parking brake must hold the vehicle stationary against the engine momentarily while the vehicle is operated in reverse gear and low forward gear at a light throttle setting. Brakes are fully released while in the "off" position</li> <li>✓ <b>Doors:</b> Securely fastened to the body, function properly, do not have missing/loose/torn materials, and door controls operate smoothly, latches, and seals in good condition. Ensure it opens</li> </ul>





TABLE 1.2 – Air Brake Inspection	
Instructions to Applicant	Skill Objective
<p><b>Air Brake Inspection and Knowledge</b> Explain and demonstrate the air brake inspection procedure.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate a comprehensive air brake inspection for safety, operation, condition, and is able to communicate the procedure to students.</p>	<p>As in the trip inspection of the vehicle, the driver plays an important role in maintaining the air brake unit. A driver must be alert and know how the air brake system works. Any brake problems must be reported so the necessary repairs can be done.</p>
Step Procedure	Expected Applicant Feedback
<b>Step 1:</b> Prior to starting procedure	<ul style="list-style-type: none"> <li>• Chock the wheels with the vehicle on level ground</li> <li>• Perform a visual inspection of the air brake components</li> <li>• Leave the engine off with the key in the 'on' position</li> </ul>
<b>Step 2:</b> (Park Control Valve)	<ul style="list-style-type: none"> <li>• Push the park control valve (yellow button)</li> <li>• Pump the foot valve to reduce air pressure</li> <li>• Low air pressure warning comes on by 60 PSI (414 kPa)</li> <li>• Park control valve (yellow button) should “pop” out by 20-45 PSI (138-310 kPa).</li> </ul>
<b>Step 3:</b> (Supply Circuit)	<ul style="list-style-type: none"> <li>• Start the engine and run at fast idle around 1200 RPM</li> <li>• Perform compressor build-up test: 50 to 90 PSI (345 to 621 kPa) within 3 minutes</li> <li>• Low air pressure warning light should go out by 60 PSI (414 kPa)</li> </ul>
<b>Step 4:</b> (Governor Operation)	<ul style="list-style-type: none"> <li>• Build air pressure to system maximum to confirm governor cut-out at 120-135 PSI (828-931kPa)</li> <li>• Release park brake</li> <li>• Pump service brake to reduce air pressure until governor cuts in. Confirm cut-in is 20 – 25 PSI (138 – 172 kPa) less than cut-out pressure</li> </ul>
<b>Step 5:</b> (Air System Leaks)	<ul style="list-style-type: none"> <li>• Push park control valve and rebuild air pressure</li> <li>• Turn off engine, key in 'on' position</li> <li>• Apply and firmly hold a full service brake application (allow air time to stabilize) for 2 minutes</li> <li>• Maximum 4 PSI (28 kPa) loss for power unit after the system stabilizes.</li> <li>• Release service brake application and reapply spring park brakes</li> </ul>
<b>Step 6:</b> (Service Brake Response)	<ul style="list-style-type: none"> <li>• Remove wheel chocks</li> <li>• Release spring park brakes</li> <li>• Perform a brake response test using the foot valve</li> </ul>



TABLE 1.3 – Emergency Evacuation Procedures	
Instructions to Applicant	Skill Objective
<p><b>Methods of Evacuation</b></p> <p>Explain and demonstrate the methods of evacuation during emergency situations:</p> <ul style="list-style-type: none"> <li>✓ Front Door</li> <li>✓ Rear Door</li> <li>✓ Split Door</li> </ul> <p>The applicant must describe the procedure of using assigned helpers.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate the front door evacuation procedure, and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The applicant will be able to determine the need to evacuate a bus in light of fire and unsafe position of the bus. Evacuations should be carefully explained to passengers.</p>
Front Door Evacuation Procedures	Expected Applicant Feedback
<p><b>Step 1</b></p> 	<ul style="list-style-type: none"> <li>• Stop the bus, set parking brake, turn off engine and remove key</li> </ul>
<p><b>Step 2</b></p>	<ul style="list-style-type: none"> <li>• The applicant stands, opens the front door, faces the passengers to get their attention and inform them of the situation. Everybody evacuating should have their hands free and not take anything out of the bus as getting out is first priority.</li> </ul>
<p><b>Step 3</b></p>	<ul style="list-style-type: none"> <li>• Appoint two responsible helpers</li> <li>• The first helper will stand outside of the bus by the front door assisting passengers exiting the bus. The second helper will lead passengers to the safe location (35 metres away from the bus)</li> <li>• The applicant controls the order of evacuation. The applicant must instruct passengers to evacuate from the front of the bus alternating seats from side to side until all passengers have</li> </ul>

	<p>left the bus.</p> <ul style="list-style-type: none"><li>• The applicant will be the last person off the bus after ensuring that all the passengers had left. Evacuate passengers from the rear first if the hazard is stemming from the back of the bus.</li></ul>
<b>Step 4</b>	<ul style="list-style-type: none"><li>• After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered.</li><li>• The applicant must take a head count to ensure all passengers are accounted for</li></ul>

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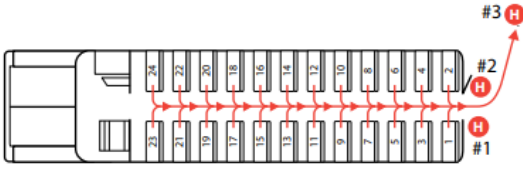
TABLE 1.4 – Rear Door Evacuation Procedures	
Rear Door Evacuation Procedures	Expected Applicant Feedback
<p><b>Step 1</b></p> 	<ul style="list-style-type: none"> <li>• Stop the bus, set parking brake, turn off engine and remove key</li> </ul>
<p><b>Step 2</b></p>	<ul style="list-style-type: none"> <li>• The applicant stands and faces the passengers to get their attention and inform them of the situation. Everybody evacuating should have their hands free and not take anything out of the bus as getting out is first priority.</li> <li>• The applicant must instruct passengers to use the aid of the helpers and not to jump out the door.</li> <li>• The applicant must instruct passengers to maintain a safe distance apart from each other when evacuating</li> </ul>
<p><b>Step 3</b></p>	<ul style="list-style-type: none"> <li>• Appoint three responsible helpers</li> <li>• The first helper will lead passengers to the safe location (35 metres away from the bus)</li> <li>• The other two helpers will assist passengers exiting the rear of the bus by: <ul style="list-style-type: none"> <li>- Facing each other with knees bent, one foot slightly forward, waist slightly bent, and arms bent at the elbow</li> <li>- Helpers will reach up, one hand cupping the evacuating passenger's elbow and the other gripping the wrist firmly; when this has been achieved they will say "NOW"</li> <li>- Passenger exits the bus</li> </ul> </li> <li>• The applicant remains at the front of the bus directing the order in which the passengers evacuate and makes a last check that everyone is out of the bus before going to the safe area</li> </ul>
<p><b>Step 4</b></p>	<ul style="list-style-type: none"> <li>• After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered.</li> <li>• The applicant must take a head count to ensure all passengers are accounted for</li> </ul>

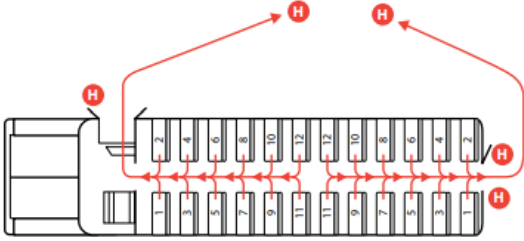
TABLE 1.5 – Split Door Evacuation Procedure	
Split Door Evacuation Procedures	Expected Applicant Feedback
<p><b>Step 1</b></p> 	<ul style="list-style-type: none"> <li>• Stop the bus, set parking brake, turn off engine and remove key</li> </ul>
<p><b>Step 2</b></p>	<ul style="list-style-type: none"> <li>• The applicant stands and faces the passengers to get their attention and inform them of the situation. Everybody evacuating should have their hands free and not take anything out of the bus as getting out is first priority.</li> <li>• The applicant must instruct passengers to use the aid of the helpers and not to jump out the door.</li> <li>• The applicant must instruct passengers to maintain a safe distance apart from each other when evacuating</li> </ul>
<p><b>Step 3</b></p>	<ul style="list-style-type: none"> <li>• Appoint two responsible helpers at the front door and three at the rear door</li> <li>• Helper roles will be the same as the front and rear helpers described in the front and rear door evacuations</li> <li>• The applicant remains at the front of the bus directing the order in which the passengers evacuate and makes a last check that everyone is out of the bus before going to the safe area</li> </ul>
<p><b>Step 4</b></p>	<ul style="list-style-type: none"> <li>• After the applicant leaves the bus, the applicant will go to the safe area where the passengers are gathered.</li> <li>• The applicant must take a head count to ensure all passengers are accounted for</li> </ul>

TABLE 1.6 – Fueling Procedures	
Instructions to Applicant	Skill Objective
<p><b>Fueling Procedures</b> Explain and demonstrate the ability to locate fuel tanks and filler caps, and apply proper fueling methods:</p> <ul style="list-style-type: none"> <li>✓ Gasoline</li> <li>✓ Diesel</li> <li>✓ Propane</li> </ul> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate the fueling procedure, and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The three common types of fuel that buses use are gas, diesel, and propane. Each of these will be handled with care and safety.</p>
Gasoline / Diesel	Expected Applicant Feedback
<p><b>Note:</b> It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> <li>• Never fuel the bus with passengers onboard</li> <li>• Do not dispense fuel into the fuel tank while the engine is running</li> <li>• Do not repeatedly enter and exit the vehicle while fueling. Doing so can cause static build-up that can cause a static spark to occur when handling fuel nozzle</li> <li>• Never overfill the fuel tank</li> <li>• In the event of a major or minor fuel spill, notify the attendant to get it cleaned up immediately using an approved absorbent material; and</li> <li>• Do not dispense fuel in close proximity to electrical sparks or open flame and <b>DO NOT SMOKE.</b></li> </ul>
Propane	Expected Applicant Feedback
<p><b>Note:</b> It is important to remember to <u>never</u> fuel a bus with any passengers on board</p>	<ul style="list-style-type: none"> <li>• Only personnel with proper certification or training will refuel a propane powered bus</li> <li>• There are no ignition sources within three metres (10 feet) of the dispenser or container being filled</li> <li>• Protective gloves and proper clothing are being worn (i.e. long-sleeve shirts)</li> <li>• Engine and electrical accessories are switched off</li> <li>• <b>NO ONE IS SMOKING</b></li> <li>• Attach the filling hose to fill connection of vehicle fuel tank</li> <li>• Open the fixed-liquid level gauge (bleeder valve)</li> <li>• When liquid level reaches maximum permitted in</li> </ul>

	<p>the tank, liquid propane in the form of a mist will be discharged from the liquid level gauge. Fuelling should now be terminated</p> <ul style="list-style-type: none"><li>• The fixed level gauge must be shut off and fill-line disconnected</li><li>• The magnetic float gauge attached to the tank should indicate the tank is now filled to capacity (total capacity of the tank is approximately 80 per cent)</li></ul>
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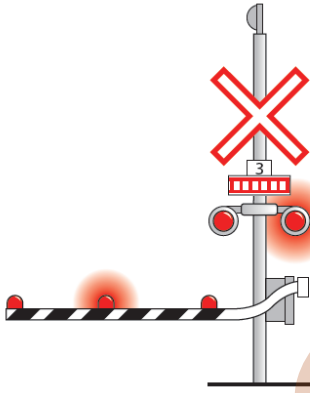
TABLE 1.7 – Straight-Line Backing Procedures	
Instructions to Applicant	Skill Objective
<p><b>Backing and Parking Procedures</b> Demonstrate the proper backing and parking procedures for:</p> <ul style="list-style-type: none"> <li>• Straight-Line backing</li> <li>• Country Turnaround</li> <li>• Parallel Parking</li> </ul> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate proper backing procedures for the different types of backing: straight, left, and right.</p>
Straight-Line Backing	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Straight-line backing manoeuvre will be in a space that is between 3.5 and 3.7 metres wide and as long as 2/3 the length of the vehicle.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Pull the bus ahead no more than 1 time to align it to the desired position</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Reverse into the space at idle speed</li> <li>✓ Exit the bus to examine space and vehicle alignment</li> <li>✓ Complete the reverse movement while staying entirely within the manoeuvre space</li> <li>✓ Stop bus movement upon reaching the desired position</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.8 – Country Turnaround	
Country Turnaround – Passenger side	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> – The Country turnaround (right) manoeuver will be in an 11 metre square box. Four cones/markers will be set at each corner. The manoeuver will be performed from both sides</p>	<ul style="list-style-type: none"> <li>✓ Slow bus down. Check mirrors, shoulder check, signal right and pull the bus approximately one bus length ahead of the space you will be backing into and 1 to 1.5 metres from the side of the simulated curb.</li> <li>✓ Stop the bus in the proper position on the main space</li> <li>✓ Open windows, silence audio devices, sound the horn, turn on hazard lights and shift into reverse.</li> <li>✓ Slowly begin reversing until you see your right rear wheels line up with the side space entry point.</li> <li>✓ Begin turning the steering wheel to the right as the rear of the bus slowly enters the side space</li> <li>✓ Continue safely reversing into the side space using your mirrors and shoulder checking both right and left. Gradually straighten out the bus as you complete the turn and come as to stop. Reverse until the bus is fully in the space being backed into.</li> <li>✓ Deactivate the hazard lights and ensure the bus is clear.</li> <li>✓ Complete the turnaround manoeuvre within 10 minutes</li> </ul>
Country Turnaround – Driver side	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> – The Country turnaround (left) manoeuver will be in an 11 metre square box. Four cones/markers will be set at each corner. The manoeuver will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Scan your mirrors and shoulder check before turning left. Open windows, silence audio devices, and turn on hazard lights</li> <li>✓ Stop the bus and select reverse. Sound horn once for every bus length as you back, and using your mirrors and sightlines, back into the closest lane without crossing the centerline.</li> <li>✓ Complete the turnaround manoeuvre within 10 minutes</li> </ul>



TABLE 1.9 – Parallel Parking (Clear side)	
Parallel Parking - Left (Clear Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (left) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the vehicle. The manoeuvre will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Drive the bus forward until the front of the bus is 1.5 times the total unit length past the front of the simulated curb.</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Begin reversing by turning the steering wheel to the right to move the bus to the left at idle speed</li> <li>✓ Turn the steering wheel to the right direction at the appropriate time, aligning the bus with the adjacent lane</li> <li>✓ Pull up the vehicle no more than 1 time to align it during the manoeuvre</li> <li>✓ Exit the vehicle to examine space and vehicle alignment</li> <li>✓ Stop vehicle movement upon reaching the desired position</li> <li>✓ Complete the reverse movement while staying within the target area allowance</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.10 – Parallel Parking (Blind side)	
Parallel Parking - Right (Blind Side)	Expected Applicant Feedback
<p><b>Manoeuvre Space</b> - Parallel Parking (right) manoeuvre will be into a space that is between 3.5 and 3.7 meters wide, and at least as long as 2/3 the length of the vehicle. The manoeuvre will be performed from both sides.</p>	<ul style="list-style-type: none"> <li>✓ Check mirror set up</li> <li>✓ Drive the bus forward until the front of the bus is 1.5 times the total unit length past the front of the simulated curb.</li> <li>✓ Secure the vehicle and activate the hazard lights</li> <li>✓ Exit the vehicle to examine the manoeuvre space from outside the vehicle and check vehicle position</li> <li>✓ Re-enter the vehicle, open windows and silence audio devices. Sound vehicle horn briefly</li> <li>✓ Begin reversing by turning the steering wheel to the right to move the bus to the right at idle speed</li> <li>✓ Turn the steering wheel to the left direction at the appropriate time, aligning the bus with the adjacent lane</li> <li>✓ Continue backing with the wheels turned right until the bus is parallel with the spot. Pull up the vehicle no more than 1 time to align it during the manoeuvre</li> <li>✓ Exit the vehicle to examine space and vehicle alignment</li> <li>✓ Stop vehicle movement upon reaching the desired position</li> <li>✓ Complete the reverse movement while staying within the target area allowance</li> <li>✓ Complete the backing manoeuvre within 10 minutes</li> </ul>

TABLE 1.11 – Railroad Crossing	
Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate the correct procedures when crossing railroad tracks, procedures when a train is approaching, and procedures at obstructed railroad crossings. The purpose of this phase component is to ensure that the applicant understands and can demonstrate railroad crossing procedures and is able to communicate the procedure to students.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>This area of the exam will allow the applicant to demonstrate railroad crossing knowledge and application as well as vehicle handling skills when crossing railroad tracks:</p> <ul style="list-style-type: none"> <li>✓ Railroad Crossing Procedure when a Train is Approaching</li> <li>✓ Obstructed Railroad Crossings</li> </ul>
Train Approaching	Expected Applicant Feedback
 <p><b>Note:</b> Use of Highway and Rules of the Road Regulation AR 304/2002 Section 42 (9) states that A person driving a vehicle shall not, in respect of a railway crossing that is located on a highway outside of an urban area and that is controlled by a traffic control device, park the vehicle within 50 metres of the nearest rail of the railway.</p>	<ul style="list-style-type: none"> <li>✓ Obey the traffic signs, signals, gates, and flag person. If in the left lane of a multi-lane highway, signal and change to the far right lane well in advance of the crossing.</li> <li>✓ Use mirrors to check for traffic behind you and then stop gradually. Stop no closer than 5 metres (about 16 feet) and no further than 15 metres (about 49 feet) from the nearest track.</li> <li>✓ Secure the bus. Roll down the window or open the front door and reduce any noise inside the vehicle by silencing the audio system, radio etc.</li> <li>✓ While stopped, look carefully in each direction for approaching trains. Look around obstructions such as mirrors and windshield pillars. Resume travel, making sure there is enough room on the other side of the track for the entire bus to clear.</li> <li>✓ If there is no indication of a train, close window and front door and release parking brake</li> <li>✓ Check the crossing signals one more time before proceeding. If the crossing lights begin to flash after starting, keep going. It is safer to continue than to back up. When crossing multi-track crossings, make certain there are no trains approaching before crossing any of the tracks</li> <li>✓ After a train passes on a multi-track crossing, wait until all tracks become visible in both directions before proceeding. A second train may be approaching from the opposite direction</li> </ul>
Obstructed Railroad Crossing	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>✓ If weather or obstructions make it difficult to see adjust the speed so that you can come to a safe stop if there is a train approaching. Walk to the tracks to see if the bus can cross.</li> <li>✓ Return to the bus and proceed across the tracks when it is safe and no train is approaching.</li> </ul>

# Phase 3 – Personal Drive & Commentary Drive



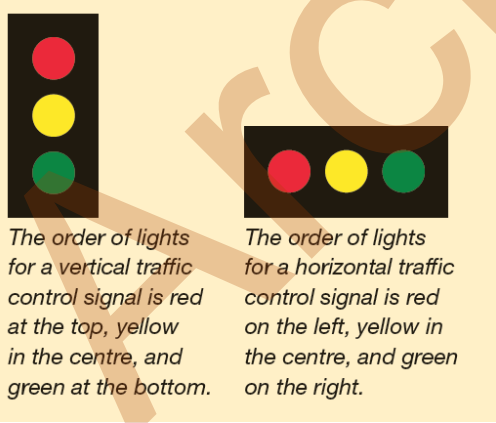
TABLE 2.1 – Personal Drive	
Instructions to Applicant	Skill Objective
<p>The personal drive shall be approximately 45 minutes.</p> <p>The Administrator will determine the route. Care will be taken to ensure the bus routes conforming to city by-laws are followed.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the maneuver. In some instances, instruction will be given further in advance to permit the applicant to plan his or her actions. Examiner will not ask that any illegal manoeuvres be performed.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>This area of the exam will allow the applicant to demonstrate rules-of-the-road knowledge and application as well as vehicle handling skills within a live traffic environment.</p> <p>The Personal Drive is an error based evaluation. The applicant is allowed to accumulate up to 50 points; however, the test may be discontinued at any point due to an automatic disqualification or other safety concerns. At an appropriate time the applicant will be asked to assume he or she is transporting passengers. Applicant must explain and demonstrate the proper procedure when approaching and crossing an un-controlled railroad crossing.</p>
Step Procedure – Uncontrolled Railroad Crossing	Expected Applicant Feedback
 <p><b>Note:</b> School buses are required by law to stop at a railroad crossing unless the crossing has a traffic control signal, lights and bells, or a peace officer or flagman directs the driver to proceed.</p> <p><b>Note:</b> The alternately flashing red or amber lights on the school bus must not be used when stopping at a railway crossing</p>	<ul style="list-style-type: none"> <li>• If in the left lane of a multi-lane highway, signal and change to the far right lane well in advance of the crossing</li> <li>• Check mirrors</li> <li>• Slow down – the keep control of the vehicle</li> <li>• Before reaching the crossing, request passengers to be quiet. Turn off any heaters, fans or radios to permit you to listen for an approaching train</li> <li>• Check for control devices, trains, railcars on the tracks and traffic behind you</li> <li>• Stop no closer than 5 metres and no further than 15 metres back from the nearest track.</li> <li>• Secure the bus: set parking brake and maintain pressure on the brake pedal</li> <li>• Stop and observe. Open the front door and the operator's window. Look both ways, listening for an approaching train, and check several times</li> <li>• Close the door, unsecure the bus, and proceed to cross the tracks</li> <li>• Cancel the hazard lights when you have cleared the crossing, signal left, shoulder check and move back into the correct lane</li> </ul>

TABLE 2.2 – Commentary Drive	
Instructions to Applicant	Skill Objective
<p>During the personal drive, the applicant must demonstrate the principles of commentary driving as it relates to general traffic situations. This shall be approximately 15 minutes.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>Information given during the commentary portion will consist of relevant factors in the traffic scene, as mentioned in advance. This is also about perception, which is being able to see and know what is going on around your bus. Applicants must identify hazards, see objects, vehicles or situations, as well as understand the situation and manage these hazards.</p> <p>Information given must be:</p> <ul style="list-style-type: none"> <li>✓ Accurate</li> <li>✓ Correct priority</li> <li>✓ Relevant to what is occurring</li> <li>✓ Far enough in advance.</li> </ul>
Expected Applicant Feedback	
  <p>The order of lights for a vertical traffic control signal is red at the top, yellow in the centre, and green at the bottom.</p> <p>The order of lights for a horizontal traffic control signal is red on the left, yellow in the centre, and green on the right.</p>	<p>Commentary driving will deal with:</p> <ul style="list-style-type: none"> <li>• <b>Relevant traffic control devices</b></li> <li>• <b>Road position:</b> A safe following distance will vary with the speed being maintained and conditions of the road surface and visibility. Maintain a minimum of 4 second following distance</li> <li>• <b>To determine the proper following distance:</b> <ul style="list-style-type: none"> <li>○ Identify a stationary object ahead such as a road sign, or seam on the road.</li> <li>○ Note when the rear bumper of the vehicle in front of you passes that object.</li> <li>○ Begin to count, “one thousand and one, one thousand and two,” and so on.</li> <li>○ Stop counting when your vehicle’s front bumper arrives at the stationary object.</li> </ul> </li> <li>• <b>Visual habits:</b> Watch for dangers by moving eyes back and forth over an area. Scan approximately 12 seconds ahead of the present position. Applicant must be aware of what is happening and what is likely to happen ahead, to the sides, and to the rear of the vehicle. Mirrors must be checked before changing speed or direction.</li> <li>• <b>Traffic situation:</b> This includes the general situation as it exists or changes</li> </ul>

## Phase 4 – Teaching Modules

TABLE 3.1 – Right and Left Turns	
Instructions to Applicant	Skill Objective
<p>The applicant will explain and demonstrate a minimum of four right turn and four left turns within a specific area.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate proper right and left turns with a bus.</p> <p>The applicant must be aware of the vehicle size to properly perform the turn in a safe manner.</p>
Right Turn	Expected Applicant Feedback
<p><b>Note:</b> Turning right at a corner is more difficult than turning left. When turning left, you will have a clear view of the corner. Turning to the right means that a blind spot will be present at certain times</p>	<ul style="list-style-type: none"> <li>• Mirror check and signal to move into the right-most lane available.</li> <li>• Reduce speed.</li> <li>• Signal to the right 30 metres from the turn in urban areas and 100 metres in rural areas</li> <li>• Scan the intersection for traffic control devices and comply as required.</li> <li>• Check left, center, right for traffic, pedestrians, or cyclists. Check left again. Yield as necessary</li> <li>• Proceed with the turning procedure using the hand over hand steering method while constantly scanning the front and right side of vehicle</li> <li>• Speed must be safe and controlled at all times.</li> <li>• Looking well down the driving path, at least one block, continue recovering the steering wheel using hand-over-hand method.</li> <li>• Accelerating as necessary and ensure that signal light has been cancelled.</li> </ul>

Left Turn	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• If not in the legal turning lane, mirror and shoulder check left, signal at least one half block back and when safe enter the proper turning lane. This is the left most lane on a single lane turn or as indicated by directional signs. Where two or more lanes are allowed to turn left you should always position yourself in the outside (right) lane. This will keep other vehicles that are turning, visible in your left mirror and not on your blindside. Reduce speed.</li> <li>• From the proper lane, signal left 30 metres from the turn in urban areas and 100 metres in rural areas</li> <li>• Scan the intersection for traffic control devices and comply as required.</li> <li>• Check left, center, right and left again for traffic, pedestrians, or cyclists. Yield as necessary.</li> <li>• Travel straight into the intersection to within approximately 3 meters, one lanes width, of the intended lane. (Except on one- way streets.)</li> <li>• Keep front wheels straight and yield to approaching traffic and/or pedestrians in the crosswalk to the left.</li> <li>• Look well along the intended lane of travel, accelerate, and begin the turn when safe to do so. Use the hand-over-hand steering method. Remember to constantly check the left mirror.</li> <li>• Stay only as far to the right side as necessary to avoid the rear wheels running over obstacles or other vehicles.</li> <li>• Start to recover steering by using the hand-over-hand method and return into the proper lane.</li> <li>• Accelerate, cancel the turn signal and look well down your intended path of travel. (Twelve seconds ahead.)</li> </ul>





Starting on a Hill	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• When the wheels are straight, stop and explain the proper procedure for starting on a hill to prevent the vehicle from rolling back. (Include proper use of clutch, brake and throttle.)</li> <li>• Push down on the accelerator a little until the bus pulls a bit</li> <li>• Gently release the park brake (engage park brake again if the bus begins to rollback)</li> <li>• Use accelerator to find the right level of control</li> <li>• Signal, check mirrors and shoulder check to ensure the roadway is clear</li> <li>• Smoothly push down on the accelerator, pull away, and look well down your intended path of travel. (12 seconds or one block)</li> <li>• When the vehicle is moving, accelerate slowly</li> </ul>
Parking and Starting Downhill	Expected Applicant Feedback
	<ul style="list-style-type: none"> <li>• The applicant will explain and demonstrate the proper procedure for bringing the vehicle into a normal legal park position.</li> <li>• He or she will check left then move the vehicle forward slowly while steering slightly to the left. They must explain that this is necessary in order to give the right front wheel clearance from the curb.</li> <li>• Continue moving forward very slowly and continue turning the wheels fully to the right. (Explain dry-steering and why it must be avoided).</li> <li>• Allow the front tire to gently make contact with the curb, which will stop the vehicle. (Test the park to ensure it will hold the vehicle.)</li> <li>• Demonstrate and explain the proper procedure for securing the vehicle.</li> <li>• Explain the proper procedure for vehicle shut down and blocking of the wheels.</li> <li>• When ready to leave the park position, explain the proper start up procedure. (From curb.)</li> <li>• Demonstrate and explain backing the vehicle just far enough to straighten the front wheels.</li> <li>• Demonstrate and explain the proper procedure for leaving the curb from a downgrade position. (Wheels are in straight position.)</li> </ul>

TABLE 3.3 – Loading and Unloading Passengers	
Instructions to Applicant	Skill Objective
<p>Applicant will explain and demonstrate the general procedures when loading and unloading passengers and the country turnaround loading and unloading procedures from the left and right side.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate passenger loading/unloading procedures and is able to communicate the procedure to students.</p> <p>The instructor will give instructions when it is appropriate to activate alternately flashing (yellow and red) lights and applicants shall indicate when they should be turned on.</p> <p><b>An unsafe action or improper skill manoeuvre results in a disqualification.</b></p>	<p>These procedures have been developed with the assumption that the applicant is able to apply the learned driving skills.</p> <p>Alternately flashing (yellow and red) lights must NOT be activated unless passengers are actually loading or unloading. Never activate the alternately flashing red lights until the bus has completely stopped, secured, and traffic is controlled.</p>
Loading and Unloading Passengers	Expected Applicant Feedback
<p><b>1. Check Mirrors Often as you Drive</b></p>	<ul style="list-style-type: none"> <li>• Pay attention when a bus stop is coming up</li> <li>• Get a good reading of the traffic patterns for both following and oncoming vehicles</li> <li>• Ensure the traffic is clear</li> <li>• Ensure the stop can be done with no hazards to the bus</li> <li>• No oncoming vehicles</li> <li>• Slow down before the stop to allow traffic to clear</li> <li>• Applicant must not use the shoulder or “parking lane” of a provincial highway as a driving lane.</li> </ul>
<p><b>2. Activate the Alternately Flashing Amber Lights (if instructed)</b></p>	<ul style="list-style-type: none"> <li>• Alternately flashing amber lights must be activated as you first begin to slow for the purpose of loading or unloading passengers (if instructed)</li> </ul>
<p><b>3. Signal Right</b></p>	<ul style="list-style-type: none"> <li>• This will indicate your intentions to change lane position. Signal at approximately 100 metres</li> <li>• Shoulder check and check your mirrors every time you change position in your lane.</li> <li>• Look ahead and choose a location suited for the procedure which gives the passengers a safe footing, plus being at least 1 metre away from the nearest waiting passenger.</li> </ul>

<b>4. Secure the Bus</b>	<ul style="list-style-type: none"> <li>• Cancel the right signal, set parking brake. This must be done every time.</li> <li>• Transit bus: Interlock brakes on some transit buses prevents power from being transferred to the throttle and can be applied instead of setting the gear in neutral and applying the parking brake</li> </ul>
<b>5. Mirror and Shoulder Checks</b>	<ul style="list-style-type: none"> <li>• Check for vehicles approaching from the rear, both sides, and the front</li> <li>• Motor coach: If unloading, ensure passengers remain seated until you are ready to unload</li> <li>• Double check again for vehicles that you may have missed the first time or vehicles approaching at a high rate of speed</li> </ul>
<b>6. Open the Door</b>	<ul style="list-style-type: none"> <li>• Ensure that passengers entering and exiting the bus conduct themselves in an orderly fashion</li> <li>• Do not close the door until passengers entering are safely on the bus or until passengers exiting have safely exited the bus.</li> <li>• Use mirrors to monitor passengers exiting from the vehicle from the rear door prior to closing the door (if applicable)</li> <li>• Once the bus is stopped, opening the door cancels the alternately flashing amber lights and the alternately flashing red lights are activated along with the stop arm and crossing arm.</li> </ul>
<b>7. Close the Door</b>	<ul style="list-style-type: none"> <li>• Once all passengers have entered or exited the bus, all doors must be closed prior to moving the bus.</li> <li>• Make sure all passengers are seated. (Except for transit buses, where standing passengers are permitted). Take one final look in the mirrors to ensure no individuals are around the bus</li> <li>• Closing the door will deactivate the alternately flashing red lights</li> <li>• When unloading, count students as they get off the bus and again when they reach their safety zone</li> </ul>
<b>8. Mirror Check, Shoulder Check, and Signal Left</b>	<ul style="list-style-type: none"> <li>• When safe to do so, pull back into the driving lane and proceed on your route.</li> <li>• In addition to yielding the right of way to other road users, watch out for vulnerable road users prior to moving the bus</li> </ul>

<b>TABLE 3.4 – Country Turnaround - Loading and Unloading Passengers</b>	
<b>Country Turnaround – Right (Loading)</b>	<b>Expected Applicant Feedback</b>
<b>Step 1</b>	<ul style="list-style-type: none"> <li>Perform: “General Procedures – Loading and Unloading Passengers”</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>Close the door when loading complete.</li> <li>Ensure the passengers are safely seated and the alternately flashing lights have been cancelled</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>Mirror Check, Shoulder Check and Signal Right: Pull the bus approximately one bus length ahead of the road that you will be backing into.</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>Check Traffic and reverse into side road</li> <li>Sound horn once for every bus length as you back-up until fully on the road being backed into</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>Signal left and turn when it is clear and safe to do so</li> </ul>
<b>Country Turnaround – Right (Unloading)</b>	<b>Expected Applicant Feedback</b>
<b>Step 1</b>	<ul style="list-style-type: none"> <li>Check Mirrors. Start slowing down well in advance of the turnaround, and signal right as you pass the turnaround road</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>Stop the Bus on the main road approximately one bus length ahead of the road that you will be backing into.</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>Check Traffic and reverse into side road</li> <li>Sound horn once for every bus length as you back-up until fully on the road being backed into</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>Activate the Alternately Flashing Amber Lights</li> </ul>
<b>Step 5</b>	<ul style="list-style-type: none"> <li>Secure the Bus</li> </ul>
<b>Step 6</b>	<ul style="list-style-type: none"> <li>Open Door and Activate Alternately Flashing Red Lights with the stop arm and crossing arm</li> <li>When unloading, count students as they get off the bus and again when they reach their safety zone</li> </ul>
<b>Step 7</b>	<ul style="list-style-type: none"> <li>Close the Door: Deactivate the alternately flashing red lights. Signal left and re-enter the main road</li> </ul>

TABLE 3.5 – Country Turnaround – Left (Loading and Unloading)	
Country Turnaround – Right (Loading)	Expected Applicant Feedback
Step 1	<ul style="list-style-type: none"> <li>• Signal left at approximately 100 metres</li> </ul>
Step 2	<ul style="list-style-type: none"> <li>• Activate the Alternately Flashing Amber Lights</li> </ul>
Step 3	<ul style="list-style-type: none"> <li>• Secure Bus</li> </ul>
Step 4	<ul style="list-style-type: none"> <li>• Open Door: Activate the alternately flashing red lights along with the stop arm and crossing arm</li> </ul>
Step 5	<ul style="list-style-type: none"> <li>• Close the Door: Deactivate the alternately flashing red lights. Signal left and proceed when safe</li> </ul>

# Class 5

## Instructor Development Guide

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Transportation, Government of Alberta

August 2019

Class 5 Instructor Development Guide

<https://www.alberta.ca/delivering-class-5-driver-training.aspx>

For more information regarding this content visit: <https://www.alberta.ca/become-a-licensed-driving-instructor-how-to-apply.aspx>.

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# Introduction

This document is part of a package provided to licensed Class 5 driver training schools in Alberta. It is a guideline to the driving schools for the education and development of applicants who want to become licensed as driving instructors. It is general and specific in its approach and attempts to promote a broad base of learning. Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this process to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. This guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits.

For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant in-vehicle session. The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

## Guide to Delivering Driver Training

### **Knowledge**

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

## **Communication**

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their student that instils confidence in terms of safety, knowledge and skills. Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

## **Patience**

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

# Policies

## Phase 1 – Knowledge Exams

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time. Each appointment must be booked by the driving school's Senior Instructor, not the applicant.

The knowledge testing consists of two exams:

1. A general knowledge exam consisting of 50 questions and,
2. A supplemental exam, consisting of 20 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be marked immediately upon completion and a pass or fail indicated to the instructor applicant. Once successful with both written tests, the applicant may proceed to Phase 2.

### Important Note

Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant.

## Reference Material

- Today's Driving Manual (available from C.A.E. Safety Consultants Inc. on 403-287-7775)
- Alberta Traffic Safety Act and related Regulations (available at [www.qp.alberta.ca](http://www.qp.alberta.ca))
  - ✓ Operator Licensing and Vehicle Control Regulation
  - ✓ Vehicle Equipment Regulation
  - ✓ Driver Training Regulation
  - ✓ Use of Highway and Rules of the Road Regulation
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (Available at [www.alberta.ca](http://www.alberta.ca))
- Instructor Development Guide

## Phase 2 – Vehicle Inspection, Personal Drive & Commentary Drive

### Practical Examinations

The Administrator will be responsible for route selection throughout the exam. Only the applicant and Driver Program Administrators are allowed in the vehicle during the exam with the exception of another Department official present for training or supervision.

An appointment combining the Phases 2 and 3, may be made with Driver Programs and Licensing Standards only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school's Senior Instructor is confident that the applicant is properly prepared for this Phase and a driver training vehicle is available.

A *Declaration of Training* must be completed and submitted to DPLS by the instructor candidate before phase 2 can be attempted.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. To be successful at phase 2, the candidate must pass the vehicle inspection and both the personal drive AND commentary drive. If the candidate is successful on either the personal drive or commentary, BOTH must be re-attempted on a subsequent test.

If passed, the applicant may proceed to Phase 3, to be conducted on a different day.

The following documents must be presented to DPLS prior to the client's practical test commencing. If invalid, expired or missing, the practical test will have to be rescheduled through the driving school.

- Declaration of Training
- Operator's Licence
- Vehicle Insurance
- Vehicle Registration
- Vehicle Inspection Document

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Vehicle for the Exam

The applicant must provide a fully-equipped driver training vehicle (dual brakes, acceptable roof sign, dual inside mirror) for each practical exam.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Obstructed visibility (glass)
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / Inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe

The exam will not proceed on the promise that a defect will be repaired.

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

## Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a) An unsafe action, such as:
  - i. Involved in a collision, regardless of fault
  - ii. Near collision (due to action of applicant)
  - iii. Administrator must intervene in order to prevent an unsafe action.
- b) Client lacks skill and control (regardless of accumulated errors).
- c) A traffic violation.
- d) Too many accumulated errors.
- e) Unable or unwilling to follow Administrator's instructions.
- f) Inadequate verbal information (omitted or inaccurate).

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## Objectives

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively inspect a vehicle for safe operation:

### *Part 1 – Vehicle Exterior*

The applicant will be required to provide a complete inspection of the vehicle starting at the front right corner and continue counter clockwise around the exterior of the vehicle. Items that require showing how they operate must be identified and demonstrated, such as the lights.

### *Part 2 – Under the Hood*

The client will provide a thorough review under the hood that will include the belts, hoses, and fluids.

### *Part 3 – Vehicle Interior*

The applicant will provide an inspection of the vehicle interior to ensure the vehicle is clean, there are no loose objects, and the brakes and steering do not show signs of functioning improperly.

2. Demonstrate a Personal Drive

Operate a vehicle to a consistently high standard by observing the rules of the road and applying principles of proactive driving in his or her personal driving habits.

The applicant will be required to operate the vehicle through a series of traffic conditions. This phase will look at the client's ability to operate to a high standard through low, medium and high traffic situations.

3. Perform a comprehensive Commentary Drive (Hazard Awareness and Management)

Demonstrate the principles of commentary driving (hazard awareness and management).

The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads. Allow up to two hours for phase 2.

## Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after two attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant



## Phase 3 – Teaching Modules

The objective of the teaching modules is to assess the ability of the applicant to describe and teach the basic driving manoeuvres and principles of safe driving, as well as ensuring the safety for the applicant, Driver Program Administrator, and all other road users.

This phase is divided into sections called teaching modules. The client will occupy the driver's seat for each module, with the exception of one or two modules as determined by the Driver Program Administrator.

**\*\* New\*\*** During the module(s) that the Driver Program Administrator is behind-the-wheel, thereby simulating a student-instructor relationship, the applicant will be required to teach the module(s) as well as showing the ability to take control of the situation by carefully and safely using the instructor brake and/or the steering wheel to prevent a collision.

The applicant, during these modules, will also be expected to carefully and safely use the instructor brake to slow or stop the vehicle to allow more time to provide important timely information and reinforce proactive driving habits. Caution must be used to ensure these modules takes place in a quiet area and that other road users are not affected by this action.

The applicant will teach specific manoeuvres as directed by the Administrator. The applicant must correct any driving errors and reinforce proper procedures. The modules will require commentary relevant to the existing traffic situation.

The instruction and teaching detail in Phase 3 must be expanded by the driving school's senior instructor to enhance the applicant's knowledge in these areas. All information provided by the applicant during the exam must be thorough and accurate.

Phases 2 and 3 will be approximately three hours unless discontinued due to an automatic failure. With the exception of the Standard Transmission Module the following modules are for instructors teaching driver education and training using a vehicle with an automatic transmission.

At the completion of the Teaching Modules (Phase 3), the results will be discussed and the applicant advised if his/her instructor's licence has been approved.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 3 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

# Phase 2 - Vehicle Inspection, Personal Drive & Commentary Drive

TABLE 1.1 - Vehicle Inspection	
Instructions to Applicant	Expected Applicant Feedback
<p><b>Vehicle Inspection and Knowledge</b> Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase is to ensure that the applicant does a comprehensive inspection for vehicle safety, operation, and condition prior to his/her first lesson of the day.</p> <hr/> <p>Notes:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Check the vehicle for condition and operation of</p> <p><b>Exterior Inspection:</b></p> <p>Lights - Identification and operation:</p> <ul style="list-style-type: none"> <li>✓ High beam / Low beam</li> <li>✓ Daytime running</li> <li>✓ Park/Tail</li> <li>✓ Hazard (4-way) lights</li> <li>✓ Brakes</li> <li>✓ Licence</li> <li>✓ Side markers</li> <li>✓ Reverse</li> <li>✓ Signals (front and rear – left and right)</li> </ul> <p>Tires:</p> <ul style="list-style-type: none"> <li>✓ Inflation</li> <li>✓ Tread</li> <li>✓ Sidewall</li> <li>✓ Lug nuts</li> <li>✓ Position</li> <li>✓ Obstructions</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>✓ Windshield &amp; Wipers</li> <li>✓ Driver and passenger side windows &amp; mirrors</li> <li>✓ Student Driver signs</li> <li>✓ Licence Plate (valid)</li> <li>✓ Body damage</li> <li>✓ Leaks</li> </ul> <p><b>Under the Hood:</b></p> <p>Check/Location and levels of:</p> <ul style="list-style-type: none"> <li>✓ Oil</li> <li>✓ Brake fluid</li> <li>✓ Fluids: power steering, transmission, windshield washer</li> <li>✓ Radiator coolant</li> <li>✓ Battery</li> <li>✓ Belts</li> <li>✓ Hoses</li> </ul>

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b><u>Interior Inspection:</u></b></p> <p>Instruments and Controls:</p> <p>Applicant must identify the location and operation of:</p> <ul style="list-style-type: none"> <li>✓ Park brake</li> <li>✓ Oil Light/Indicator</li> <li>✓ Engine Service Light</li> <li>✓ Gauges: Fuel, temperature</li> <li>✓ Battery Light/Indicator</li> <li>✓ Speedometer</li> </ul> <p>Condition: cleanliness, loose objects</p>
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TABLE 1.2 – Personal Drive & Commentary Drive	
Instructions to Applicant	Expected Applicant Feedback
<p><b>Personal Drive</b>                      Instructions for changes of direction will be given at least one block in advance. In some instances, instruction will be given well in advance to permit the applicant to plan his or her driving route.</p> <p>The commentary will be during the last 15 minutes of the Personal Drive.</p>	<p>Observance of rules of the road and safe driving practices during the personal drive.</p> <p>The applicant will be required to perform a personal drive through various traffic conditions. Errors and unsafe habits will be recorded by the Driver Programs Administrator.</p> <p><b><u>Evaluation Disqualification Guide:</u></b></p> <p>More than 50 points or “F” Failure on any manoeuvre. Any single error repeated 4 times.</p> <p>Five or more missed or inadequate commentary drive items.</p> <p>There will be automatic disqualifications for unsafe actions regardless of the number of errors and unsafe habits identified.</p>

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**Commentary Drive**

This area of the exam is an extension of personal driving habits. Errors made in personal driving during the commentary will be marked as part of the Personal Drive.

The applicant will be required to identify potential hazards and key concerns relevant during this drive. The applicant will be required to identify at least 80% of the relevant potential hazards and key concerns that are identified by the Driver Programs Administrator.

**Hazard Awareness and Management:**

Information given during the commentary portion will consist of relevant factors in the traffic scene, as mentioned in advance. It will deal with:

- ✓ Relevant traffic signs and signals
- ✓ Road position
- ✓ Observation and Vision habits
- ✓ The general traffic situation as it exists or changes, all appropriate responses to that situation

Information must be:

- ✓ Accurate
- ✓ In correct priority
- ✓ Relevant to what is occurring
- ✓ Far enough in advance to allow planning and decision-making.

Information should be proactive and anticipatory, as in defensive driving, rather than evaluation as something occurs (pro-active rather than re-active).

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# Phase 3 – Teaching Modules

TABLE 2.1 – Module 1 – Pre-Trip Requirements	
Instructions to Applicant	Expected Applicant Feedback
<p><b>Pre-Trip Requirements</b> * This is a requirement *</p> <p>Client must ask for DPA's operator licence as you would for a new student for the teaching module section to proceed.</p> <p>Check the student's operator's licence.</p>	<p>Check student's licence for:</p> <ul style="list-style-type: none"> <li>✓ Name</li> <li>✓ License Class</li> <li>✓ Expiry date</li> <li>✓ Condition codes</li> </ul>
<p>Teach the safe method for entering and exiting the vehicle.</p>	<p>This method ensures that the driver is always facing traffic flow.</p> <p>When entering the vehicle the driver should walk to the driver's door from the front of the vehicle to face the direction of approaching traffic. <u>Student should not enter vehicle if there is traffic.</u></p> <p>When exiting the vehicle, the driver should check the mirrors, shoulder check and open the door when it is safe. Exit by walking to the rear of the vehicle to face traffic.</p>
<p>Teach the <b>basic habits</b> after entering the vehicle and prior to moving the vehicle.</p> <p>Support must be provided for all recommended and non- recommended activities.</p> <p>For example, locking the doors assists in keeping people out of the vehicle that you do not want in the vehicle, as well as reducing the likelihood of the doors opening in a collision.</p> <p>NOTE: If the vehicle used for the exam is a standard transmission vehicle, procedures for starting the vehicle will be followed as per Module 10.</p>	<p>Basic habits must be taught in the proper sequence and a thorough explanation given for proper adjustments.</p> <ul style="list-style-type: none"> <li>➤ Lock doors</li> <li>➤ Adjust seat for proper upper and lower body position: <ul style="list-style-type: none"> <li>• Legs at approximately 45 degree angle</li> <li>• Heel on the floor in front of the accelerator pedal,</li> <li>• Ball of the foot on the accelerator,</li> <li>• Pivot your foot between the brake and the accelerator rather than lifting your foot</li> <li>• Arms slightly bent, hands at the 10 &amp; 2 or 9 &amp; 3 positions</li> </ul> </li> <li>➤ Properly position head restraint and show how to adjust</li> </ul>



TABLE 2.2 – Module 2 – Start and Stop	
Instructions to Applicant	Expected Applicant Feedback
<p><b>Start and Stop</b></p> <p>Teach the proper methods for:</p> <ol style="list-style-type: none"> <li>Moving away from the curb. <ul style="list-style-type: none"> <li>vehicle in front</li> <li>no vehicle in front</li> </ul> </li> <li>Driving along the road</li> <li>Returning to the curb and</li> <li>Parking the vehicle in a legal position.</li> </ol> <p>Note:</p> <ol style="list-style-type: none"> <li>Shut down procedures may be done with the park brake applied either before or after the transmission is placed in park position, provided the right foot remains firmly on the brake. This procedure is acceptable in all modules.</li> <li>It is recognized that hand signals would not be taught until such time as a student has progressed to a point in their lessons where it would be appropriate to introduce hand signals. For the purpose of this exam, and to determine the applicant's ability to teach the proper method of using hand signals, the hand signals will be required to be taught only in this module.</li> <li>This procedure is for vehicles with an automatic transmission. If the exam is taken in a standard transmission vehicle, that module will be tested before Module 2.</li> <li>In some instances, it may be more advantageous for an instructor to use different wording to describe something, as opposed to stating a time or speed reference. For example, rather than saying, "your visual lead time should be 12 seconds", a student will better understand, "your visual lead time should be at least one block ahead".</li> </ol>	<p><u>Controls:</u></p> <ul style="list-style-type: none"> <li>Place your right foot on the brake</li> <li>Select the proper gear</li> <li>Release the park brake</li> </ul> <p><u>Moving the Vehicle Away from the Curb Lane</u></p> <ul style="list-style-type: none"> <li>Scan 360 degrees – identify any hazards?</li> <li>Check inside &amp; outside mirrors.</li> <li>Shoulder check to the blind zone.</li> </ul> <p><u>Vehicle in front:</u></p> <ul style="list-style-type: none"> <li>Activate the electric signal.</li> <li>Ease off the brake to move ahead slowly while immediately steering sharply hand-over-hand to full left lock with the steering wheel to pre-position the vehicle.</li> <li>Stop. (The vehicle should not have moved more than a metre.)</li> <li>Keep the wheels turned and place your right hand at the 12 o'clock position on the steering wheel.</li> <li>Use your left arm to hand signal.</li> <li>Shoulder check for traffic again and when it is safe to proceed, move forward slowly.</li> <li>Check the right front corner of your vehicle to ensure that it clears the vehicle in front of your vehicle.</li> </ul> <p><u>No Vehicle in Front:</u></p> <ul style="list-style-type: none"> <li>Activate the electric signal.</li> <li>Place your right hand at the 4 o'clock position (lower right quadrant) on the steering wheel.</li> <li>Use your left arm to hand signal.</li> <li>Ease off the brake to move ahead slowly while immediately turning the steering wheel with your right hand from the 4 o'clock position to the 12 o'clock position and hold it there.</li> <li>Shoulder check for traffic again and when it is safe to proceed, move forward slowly.</li> </ul>





TABLE 2.3 – Module 3 – Right Turns	
Instructions to Applicant	Expected Applicant Feedback
<p><b>Right Turns</b></p> <p>The applicant will teach the proper method for safely completing right turns.</p> <p>While all points need not be mentioned or taught during each turn, all information to successfully teach the manoeuvre must be covered by the fourth turn.</p> <p>Turns in one direction should be completed before turns in the other direction are attempted.</p> <p>Steering demonstrations must be appropriate for the nature of the intersection. The amount of steering on any turn will depend upon the radius of the curve and the speed required to safely complete the maneuver. For example, if the turn requires you to steer more than one-half a revolution of the steering wheel, the hand-over-hand method should be used. Recovery of the steering will be affected by the speed of the vehicle. If recovery is made by letting the steering wheel slip through the hands, contact with the wheel and control of the steering must be maintained.</p> <p>If using a vehicle with a standard transmission, the appropriate gear must be used prior to entering the intersection.</p> <p>Notes:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;"><u>Approaching the Turn</u></p> <ul style="list-style-type: none"> <li>• Check your inside and outside rear view mirrors Reduce speed approximately one-half (1/2) block from the intersection, or as required.</li> <li>• If required, changes lane and move into the proper lane (usually the curb lane) well in advance of the intersection (at least 15 metres from the intersection) or where appropriate.</li> <li>• Signal approximately one-third (1/3) block from the intersection.</li> <li>• Position vehicle approximately 1 metre from the curb. Scan the intersection for traffic control devices, and identify the type of control and comply.</li> <li>• Scan left, centre and right.</li> <li>• Shoulder check to the right for cyclists and pedestrians.</li> </ul> <p style="text-align: center;"><u>Preparing to and During the Turn</u></p> <ul style="list-style-type: none"> <li>• Check to see if the intended lane of travel is free of obstructions such as parked vehicles.</li> </ul> <p>NOTE: If there is no obstruction, such as a vehicle, within one-half (1/2) block, enter the curb lane.</p> <p>NOTE: If there is an obstruction within the first one-half block, then the lane to the left of the obstruction may be treated as a curb extension and should be entered.</p> <ul style="list-style-type: none"> <li>• When the passenger side front tire is opposite the point where the curb begins to curve, turn the steering wheel to the right, as required, and hold to approximately the half-way point of the turn.</li> <li>• While looking 12-15 seconds (approximately one block) along your intended path follow the curvature of the curb to maintain your position at a safe and controlled speed.</li> <li>• Recover your steering at approximately the three-quarter (3/4) point of the turn to enter the proper lane of travel.</li> </ul>

<hr/> <hr/> <hr/>	<p style="text-align: center;"><u>Completing the Turn</u></p> <ul style="list-style-type: none"> <li>• Accelerate as required to move with the traffic flow, making sure that the signal light has cancelled.</li> <li>• Re-establish your 12-15 second visual leadtime.</li> </ul>
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TABLE 2.4 – Module 4 – Left Turns	
Instructions to Applicant	Expected Applicant Feedback
<p><b>Left Turns</b></p> <p>The applicant will teach the proper method for safely completing left turns.</p> <p>While all points need not be mentioned or taught during each turn, all information to successfully teach the maneuver must be covered by the fourth turn.</p> <p>Turns in one direction should be completed before turns in the other direction are attempted.</p> <p><b>Note:</b> Applicant should be prepared, if requested, to explain proper traffic lane usage for left turns onto or off of one- way roadways, or as indicated by traffic lane directional arrows.</p> <p>Steering demonstrations must be appropriate for the nature of the intersection. The amount of steering on any turn will depend upon the radius of the curve and the speed required to safely complete the maneuver. For example, if the turn requires you to steer more than one-half a revolution of the steering wheel, the hand-over-hand method should be used. Recovery of the steering will be affected by the speed of the vehicle. If recovery is made by letting the steering wheel slip through the hands, contact with the wheel and control of the steering must be maintained.</p> <p>If using a vehicle with a standard transmission, the appropriate gear must be used prior to entering the intersection.</p>	<p style="text-align: center;"><u>Approaching the Turn</u></p> <ul style="list-style-type: none"> <li>• Check your inside and outside rear view mirrors Reduce speed approximately one-half block from the intersection, or as required</li> <li>• If required, make a lane change and move into the proper lane to the right of the centre line well in advance of the intersection (at least 15 metres from the intersection).</li> <li>• Signal approximately one-third block from the intersection. Traffic control devices:             <ul style="list-style-type: none"> <li>➤ Identify</li> <li>➤ Comply</li> <li>➤ Right-of-Way</li> <li>➤ Hazards</li> <li>➤ Scan left, centre and right.</li> </ul> </li> <li>• Check intended lane of the travel to establish the centre line (marked or unmarked).</li> </ul> <p style="text-align: center;"><u>Preparing to and During the Turn</u></p> <ul style="list-style-type: none"> <li>• Enter the intersection to a point approximately 3 metres from your intended lane and keep the front wheels straight.</li> </ul> <p>NOTE: This procedure is relative to turns from a two-way onto a two-way. The turn must commence at a point that will result in a free flowing turn. If the turn starts closer than 3 metres</p>



TABLE 2.5 – Module 5 – Backing	
Instructions to Applicant	Expected Applicant Knowledge
<p><b>Straight-Line Backing</b></p> <p>Teach <b>straight-line backing</b> with steering adjustments for slight deviations to the left and right.</p> <p>While the two-handed method of steering is acceptable, the preferred method in straight-line backing is with one hand.</p> <p>Backing can be a hazardous maneuver and the onus is on the driver of the backing vehicle to do so in safety. Caution must be used when teaching this manoeuvre.</p> <p><u>Choose a safe and traffic-free location.</u></p> <p>After demonstrating the ability to teach straight-line backing, the applicant will teach <b>deviations to the left and right.</b></p>	<p><u>Straight Line Backing</u></p> <ul style="list-style-type: none"> <li>• Scan around vehicle 360 degrees. What are the potential hazards?</li> <li>• With right foot on the brake, select reverse gear and release the park brake.</li> <li>• Place the left hand at the 12 o'clock position on the steering wheel.</li> <li>• Shift body onto the right hip for viewing through the rear window. Place the right hand in a comfortable position to support you while looking out the rear window (on the console or on the back of the passenger seat).</li> <li>• Cover the brake with your right foot and when safe, ease up on the brake, maintaining contact with the pedal to keep a safe and controlled speed at approximately walking speed or 5 km/h.</li> </ul> <p><b>NOTE:</b> Follow all the steps above for straight-line backing before proceeding to the next step.</p> <ul style="list-style-type: none"> <li>• Turn the steering wheel in the direction you wish the rear of the vehicle to travel. Steering adjustments will be no more than one-quarter (1/4 turn or between 12 o'clock <u>and</u> 9 or 3 o'clock) to one-half (1/2 turn or between 9 and 3 o'clock) turn of the steering wheel.</li> <li>• During these manoeuvres, scan occasionally around your vehicle but with particular emphasis to the rear until the vehicle is stopped.</li> <li>• Select 'Park' gear and set the park brake.</li> </ul>

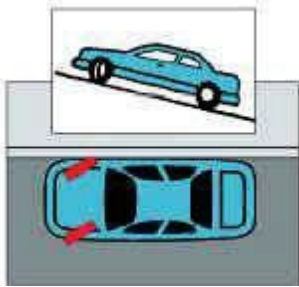
TABLE 2.6 – Module 6 – Uphill Parking	
Instructions to Applicant	Expected Applicant Knowledge
<p><b>Uphill Parking</b> The applicant will teach an uphill and a downhill park in a location with a curb.</p> 	<p><u>Uphill Park with a Curb</u></p> <ul style="list-style-type: none"> <li>• Lane change as required.</li> <li>• Bring the vehicle to a stop in a parallel position with the curb. To complete the park in a satisfactory position, it is necessary to start quite close to the curb (10-15cm away).</li> <li>• Shoulder check to the left and when safe, move slowly forward a short distance (1 metre maximum) while steering sharply to a full left lock.</li> <li>• Stop and select reverse gear.</li> <li>• Look out of the rear window and allow the vehicle to move slowly backwards until the right front tire lightly touches the curb.</li> <li>• Select neutral, ease off the brake and allow the vehicle to settle against the curb.</li> <li>• Re-apply the foot brake, select PARK, and set the park brake.</li> </ul> <p><u>Leaving the Uphill Park</u></p> <ul style="list-style-type: none"> <li>• Apply the foot brake, select DRIVE, then release the park brake.</li> <li>• Scan 360 degrees.</li> <li>• Shoulder check to the left.</li> <li>• When safe, signal and shoulder check again. If safe, safely leave the curb.</li> </ul>

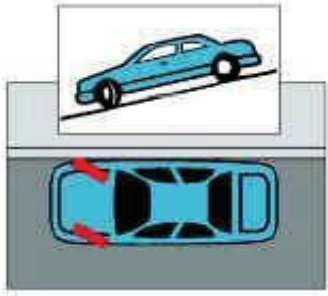
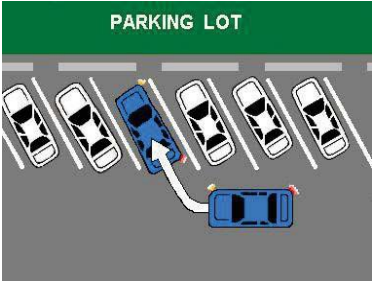
TABLE 2.7 – Module 7 – Downhill Parking	
Instructions to Applicant	Expected Applicant Knowledge
<p><b>Downhill Parking</b></p> <p>A hill park may be simulated if no hill available.</p>  <p>NOTE: During hill parking manoeuvres, the vehicle may be kept in gear, or neutral may be selected. If neutral is used, it is required that the tire be in the proper position at the conclusion of the manoeuvre.</p>	<p><u>Downhill Park with a Curb</u></p> <ul style="list-style-type: none"> <li>• Make necessary lanechanges.</li> <li>• Bring the vehicle to a stop in a parallel position with the curb. To complete the park in a satisfactory position, it is necessary to start quite close to the curb (10-15 cm away).</li> <li>• Shoulder check to the left and when safe, move slowly forward a short distance (approximately ½ to 1 metre) steering no more than one-half turn to the left. As the vehicle is moving very slowly, steer sharply to a full right lock. Allow the vehicle to move slowly until the right front tire lightly touches the curb.</li> <li>• Select neutral, ease off the brake and allow the vehicle to settle against the curb.</li> <li>• Re-apply the foot brake, select PARK, and set the park brake.</li> </ul> <p><u>Leaving the Downhill Park</u></p> <ul style="list-style-type: none"> <li>• Apply the foot brake, select reverse and release the park brake. Scan 360 degrees.</li> <li>• When safe, back very slowly while looking to the rear and steer to the left until the wheels are straight.</li> <li>• Stop. Select forward gear, make effective observations and safely leave the curb.</li> </ul>

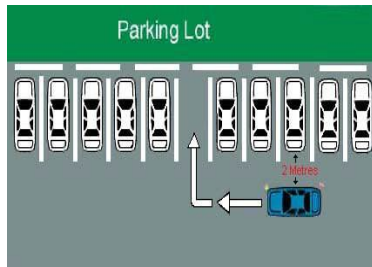
TABLE 2.8 – Module 8 – Parallel Parking	
Instructions to Applicant	Expected Applicant Knowledge
<p><b>Parallel Parking</b></p> <p>Using an appropriate space, the applicant will teach a parallel park, breaking the procedure into the various components.</p> <p>If a space is not available with a vehicle parked to the rear, the applicant must treat the manoeuvre as if a vehicle is parked.</p> <p>NOTE: When completing the park you may find that the positioning is not proper, e.g., rear tire not touching the curb and vehicle on a slight angle, or being too far from the curb. The applicant must be prepared to discuss the reason(s) why this occurred and teach how to correct the positioning.</p>	<p><u>Parallel Parking</u></p> <ul style="list-style-type: none"> <li>• Check the parked vehicles for movement or doors opening as you approach a suitable space.</li> <li>• Safely change lanes as required.</li> <li>• Check the vehicle that you will be stopping beside for size and position.</li> <li>• Stop alongside this vehicle leaving an appropriate distance (minimum 1 metre) between the vehicles. Your vehicle should be parallel with the curb.</li> <li>• Stop when the rear bumper of your vehicle is in line with the rear bumper of the other vehicle.</li> <li>• Select reverse, scan 360 degrees. What are the potential hazards?</li> <li>• When safe, back very slowly approx. ½ to 1 metre while looking to the rear <u>then</u> begin steering sharply to the right.</li> <li>• Stop when your vehicle is in an angle of approximately 45 degrees to the curb. Scan 360 degrees once more.</li> <li>• When safe, look to the rear and continue backing very slowly while straightening the front wheels by turning quickly to the left. Back straight until the right front bumper of your vehicle is just clear of the left rear bumper of the other vehicle. Stop and scan 360 degrees. What are the potential hazards?</li> <li>• When safe, continue backing slowly and steer to the left. Continue looking to the rear with short glances to the front as required.</li> <li>• As your vehicle comes to a parallel position with the curb, straighten the front wheels and stop.</li> <li>• Select forward gear and move slowly ahead centering your vehicle in the parking space and within legal distance of the curb.</li> <li>• Place the vehicle in park gear and set the park brake.</li> </ul>

TABLE 2.9 – Module 9 – Angle / Perpendicular Parking	
Instructions to Applicant	Expected Applicant Knowledge
<p><b>Angle Park (To the Right)</b></p> <p>The applicant will teach an angle or perpendicular park.</p> <p>If unable to park between two vehicles, the applicant must treat the maneuver as if vehicles are parked to the left or right of the space being entered.</p> 	<p><u>Angle Park – Right</u></p> <ul style="list-style-type: none"> <li>• Watch for vehicles preparing to back out of nearby spaces. Safely change lanes as required and signal as you approach the space.</li> <li>• Position your vehicle approximately 1.5 metres away from the rear of the parked vehicle.</li> <li>• Check your blind spot and if safe, when you can see down the left side of the vehicle begin steering to the right.</li> <li>• Moving at a safe and controlled speed, check your left front and right side to ensure that your vehicle clears the vehicle you intend to park beside.</li> <li>• Continue moving slowly into the space, straightening the front wheels to ensure your vehicle faces directly into the angle space, midway between the lines. If there are no lines, you should position your vehicle equal distance from the other vehicles.</li> <li>• Stop within the legal limit from the curb and complete your parking procedures.</li> <li>• Place the vehicle in park gear and set the park brake.</li> <li>• Be aware of high curbs to avoid damaging the front bumper.</li> </ul> <p><u>Leaving an Angle Park</u></p> <ul style="list-style-type: none"> <li>• Apply the brake, select reverse and release the park brake. Scan 360 degrees.</li> <li>• Looking to the rear, begin moving very slowly straight back until you can see past the vehicle on your right and down the first traffic lane that you will be entering.</li> <li>• Stop. Check to the left for approaching traffic, to the rear for other vehicles backing, and for vehicles approaching from the right.</li> <li>• When safe, continue backing slowly until your left front bumper clears the vehicle to your left then turn sharply to the right.</li> <li>• Continue backing until your vehicle is in the proper position in your intended lane.</li> <li>• Straighten the wheels and stop.</li> <li>• Select a forward gear and proceed.</li> </ul>



**Perpendicular Park (To the Right)**

The minimum distance from the parked vehicles should be approximately 2 metres.

Perpendicular Park

- Position your vehicle approximately 2 metres from the parked vehicles as you approach your intended parking stall.
- Check your blind spot. While you are moving slowly, start turning your steering wheel when your front bumper is aligned with the left side of the vehicle parked just before your selected parking space.
- Moving at a safe and controlled speed, check your left front and right side to ensure that your vehicle clears the vehicle you intend to park beside.
- Continue moving slowly into the space, straightening the front wheels to ensure your vehicle faces directly into the space, midway between the lines. If there are no lines, you should position your vehicle equal distance from the other vehicles. Stop within the legal limit from the curb and complete your parking procedures.
- Place the vehicle in park gear and set the park brake.

Leaving a Perpendicular Park

- Apply the brake, select reverse and release the park brake. Scan 360 degrees.
- Looking to the rear, begin moving very slowly straight back until you can see past the vehicle on your right and down the first traffic lane that you will be entering.
- Stop. Check to the left for approaching traffic, to the rear for other vehicles backing, and for vehicles approaching from the right.
- When safe, continue backing slowly until your left front bumper clears the vehicle to your left then turn sharply to the right.
- Continue backing until your vehicle is in the proper position in your intended lane.
- Straighten the wheels and stop.
- Select a forward gear and proceed.

TABLE 2.10 – Module 10 – Standard Transmission	
Instructions to Applicant	Expected Applicant Knowledge
<p><b>Standard Transmission</b> The applicant will teach the proper procedure for starting the vehicle, moving off, shifting gears up and down, and moving away on an uphill grade with a standard transmission vehicle.</p>	<p style="text-align: center;"><u>Starting the Vehicle</u></p> <ul style="list-style-type: none"> <li>• Apply the parking brake</li> <li>• Fully depress the clutch pedal</li> <li>• Select neutral gear</li> <li>• Start the engine</li> </ul> <p>Explain what gauges should be checked before and after starting the vehicle, as well as the correct procedure to start. Once the vehicle is started, the clutch may be released.</p> <p style="text-align: center;"><u>Selecting the Gear</u></p> <ul style="list-style-type: none"> <li>• Apply the foot brake</li> <li>• Fully depress the clutch pedal</li> <li>• Select the appropriate gear</li> <li>• Release the park brake</li> </ul> <p style="text-align: center;"><u>Moving the Vehicle</u></p> <ul style="list-style-type: none"> <li>• Perform the necessary safety checks and signal</li> <li>• Slowly ease the clutch pedal up to the friction point</li> <li>• Move your right foot to the accelerator and press gently</li> <li>• Slowly raise the clutch to the friction point, momentarily pause</li> <li>• Increase pressure slightly on the accelerator pedal and continue releasing the clutch</li> <li>• Accelerate as required. Remove your left foot from the clutch pedal and place it on the floor or foot pad</li> </ul> <p style="text-align: center;"><u>Shifting Gears – Up</u></p> <ul style="list-style-type: none"> <li>• Accelerate gradually to reach the appropriate shifting range</li> <li>• Gently ease off the accelerator, and depress the clutch pedal Shift to the next higher gear</li> <li>• Slowly and smoothly release the clutch to the friction point and momentarily pause</li> <li>• Increase pressure on the accelerator pedal and continue releasing the clutch pedal</li> </ul>

- 
- Accelerate as required. Remove your left foot from the clutch pedal and place it on the floor or foot pad

Shifting Gears – Down and Stopping

- Reduce your speed by easing off the accelerator pedal, and braking if necessary, to reach the appropriate shifting range. Depress the clutch pedal
- Shift to the next lower gear
- Release the clutch pedal slowly and smoothly, and continue at the reduced speed
- Brake to a stop and depress the clutch pedal before the motor starts to lug or stall
- Keep your foot on the brake, select neutral, apply the park brake, release the clutch pedal

Starting on an Uphill Grade

- After stopping, keep your foot on the brake, set the park brake, select the proper gear
  - Apply light pressure to the accelerator pedal
  - Release the clutch pedal slowly to the friction point
  - Release the park brake slowly when you feel the vehicle pulling against the brake
  - Increase pressure on the accelerator pedal while releasing the park brake fully and at the same time fully releasing the clutch pedal
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# Class 6

Instructor development guide

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Transportation, Government of Alberta  
September 2019  
Class 6 Instructor Development Guide

For more information regarding this content visit: <https://www.alberta.ca/become-a-licensed-driving-instructor-how-to-apply.aspx>.

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# Introduction

This document is part of a policy and procedures manual provided to licensed driver training schools in Alberta. It is a guideline to the driving schools for the education and development of applicants who want to become certified/licensed as driving instructors. It is both general and specific in its approach and attempts to promote a broad base of learning.

Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this document to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. Rather, this guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits.

For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant in-vehicle session.

The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

## Guide to Delivering Driver Training

### Knowledge

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.



## Communication

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their student that instils confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

## Patience

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

## Error Identification

A fundamental role of an instructor is to demonstrate the ability to identify an error committed by the student. Furthermore, an instructor is expected to provide remedial action to assist the student in various scenarios involving Class 6 motorcycles.

# Policies

## Phase 1 – Knowledge Exams

### Objectives

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time. Each appointment must be booked by a representative of the driving school, preferably the Senior Instructor; not the applicant. At the time of booking, the applicant's full name and drivers licence number must be provided.

The applicant must hold a Class 6 drivers licence and provide an acceptable criminal record check before being eligible to attempt the knowledge test.

The knowledge testing consists of two exams:

1. A general knowledge exam consisting of 50 questions and,
2. A supplemental exam, consisting of 20 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be scored upon completion. The test results will be discussed with successful candidates only. Once successful with both written tests, the applicant may proceed to Phase 2.

### Important Note

Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant.

## Reference Material

- Today's Driving Manual (available from C.A.E. Safety Consultants Inc. on 403-287-7775)
- Alberta Traffic Safety Act and related Regulations (available at [www.qp.alberta.ca](http://www.qp.alberta.ca))
  - ✓ Operator Licensing and Vehicle Control Regulation
  - ✓ Vehicle Equipment Regulation
  - ✓ Driver Training and Driver Examiner Regulation
  - ✓ Use of Highway and Rules of the Road Regulation
- Rider's Guide to Operation, Safety and Licensing (for Motorcycles, Mopeds & Power-Assisted Bicycles) (Available at [www.alberta.ca](http://www.alberta.ca))
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (Available at [www.alberta.ca](http://www.alberta.ca))
- Instructor Development Guide

## Practical Examinations

The Administrator will be responsible for route selection throughout the exam. Only the applicant and Driver Program Administrators are allowed in the vehicle during the exam with the exception of another Department official present for training or supervision.

An appointment to attempt Phase 2, 3, and 4 may be made with DPLS only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school's Senior Instructor is confident that the applicant is properly prepared for this Phase and a driver training vehicle is available. The school must also have a senior instructor or other qualified individual on site for timely Teaching Module skills training lot setup.

Prior to the practical examination, the applicant must purchase and obtain their Criminal Record Check from a qualified police service.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 3, to be conducted on a different day.

The following documents must be presented to DPLS prior to the client's practical test commencing. If invalid, expired or missing, the practical test will have to be rescheduled through the driving school.

- Declaration of Training
- Operator's Licence
- Medical Assessment
- Vehicle Insurance
- Vehicle Registration
- Mechanical Inspection Document (if applicable)
- Criminal Records Check

## Vehicle for the Exam

The applicant must provide a fully-equipped and operational driver training vehicle (two-wheeled motorcycle) for each practical exam.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / Inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

## Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a) An unsafe action, such as:
  - i. Involved in a collision, regardless of fault (includes dropping the motorcycle at any time during exam phase 2 or phase 3)
  - ii. Near collision (due to action of applicant)
  - iii. Administrator must intervene in order to prevent an unsafe action.
- b) Client lacks skill and control (regardless of accumulated errors).
- c) A traffic violation.
- d) Too many accumulated errors.
- e) Unable or unwilling to follow Administrator's instructions.
- f) Inadequate verbal information (omitted or inaccurate).

## Phase 2 – Vehicle Inspection and Personal Drive

### Objectives

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively conduct a **Vehicle Inspection** for safe operation

#### *Part 1 – Exterior Inspection*

The applicant will be required to communicate and provide a complete inspection of the vehicle. All components must be in good and usable condition. Controls must function properly. Items that require showing how they operate must be identified and demonstrated, such as the lights.

2. Demonstrate a **Personal Drive** on street

The applicant will be required to operate the motorcycle through a series of traffic conditions and demonstrate consistently high standards by observing rules of the road and applying principles of proactive driving in his or her personal driving habits. The personal drive will reveal the applicant's abilities through low, medium, and high traffic situations.

An appointment to attempt phase 2 may be made upon successful completion of phase 1. The length of Phase 2 will be approximately 90 minutes.

At the completion of phase 2, the results will be discussed and the applicant advised as to a pass or fail. If passed, the applicant may proceed to Phase 3.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 2 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant

## Phase 3 – Teaching Modules

### Objectives

This phase is divided into unique but fundamental skills. While the school retains the liberty to create their own on-lot training curriculum, this phase will allow DPLS to evaluate an applicant's ability to assist in student rider development through the delivery and coaching of pre-determined basic skills.

The applicant is allowed one attempt at each Teaching Module per appointment. If a second appointment is necessary, previously passed Teaching Modules will not be retested.

Appointments for phase 2 and 3 may be cancelled in the event of extreme and adverse weather. Every effort should be made to attempt Phase 3 under dry conditions.

Phase 3 will be approximately 90 minutes unless discontinued due to an automatic failure. At the completion of the Teaching Modules (Phase 3), feedback will be provided by the DPA and the applicant advised as to a pass or fail.

### Important Note

There is a minimum 14-day waiting period for retesting of Phase 3 following the first attempt. If the applicant is unsuccessful after **two** attempts, applicant must wait one year from the date of the second appointment and must re-apply as a new applicant









TABLE 1.2 – Personal Drive – On Street	
Instructions to Applicant	Skill Objective
<p><b>Personal Drive – On Street</b> The Personal Drive shall be approximately 45 minutes in duration. The Administrator will follow the applicant in another vehicle, using hands-free radio or similar wireless equipment for communication.</p> <p>The Administrator will determine the route. Route may include; a hill start, right and left turns, school/playground zones, 70 km/h or higher speed zone, a merge, controlled and uncontrolled intersections, traffic lights, lane changes, moderate and congested traffic.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the maneuver. In some instances, instruction may be given further in advance to permit the applicant to plan his or her actions.</p>	<p>This area of the exam will allow the applicant to demonstrate rules-of-the-road knowledge and application as well as vehicle handling skills within a live traffic environment.</p> <p>The Personal Drive is an error based evaluation. The applicant is allowed to accumulate up to 50 points; however, the test may be discontinued at any point due to an automatic disqualification repeated errors, other safety concerns.</p>

## Phase 3 – Teaching Modules

TABLE 2.1 – Teaching Modules	
Instructions to Applicant	Skill Objective
<p><b>Teaching Modules</b></p> <p>The instructional flow for each skill will be to state the skill objective, explain the path of travel including any operational expectations such as; head and eyes up, look through intended path, counter-balance, coordinate clutch/throttle, posture, etc. and provide a properly conducted demonstration that matches the expectations stated.</p> <p>Following the skill demonstration the Administrator will ask the applicant various questions referencing typical errors related to each skill. Applicant response must adequately address the error(s), provide a corrective solution, and include detail that reinforces proper technique.</p>	<p>The objective of the teaching modules is to evaluate the ability of the applicant to describe and teach basic vehicle handling maneuvers and the principles of safe driving, as well as ensuring the safety for the student, the applicant, the Administrator, and all other road users.</p> <p>Specification diagrams are included in this guide. Strict adherence to the dimensions is mandatory. Front tire contact patch will be used for all START, FINISH, and TIMING thresholds. Exception: Quick Stop 'crossing barrier boundary' will be determined using the front tire's leading edge.</p>
Serpentine	Expected Applicant Feedback
<p>✓ <b>State skill objective</b></p> <p>✓ <b>Identify path of travel and state expectations</b></p> <p>✓ <b>Provide demonstration</b></p> <p>✓ <b>Answer administrators error based question(s)</b></p>	<ul style="list-style-type: none"> <li>• To effectively maneuver the motorcycle while coordinating motorcycle lean and speed.</li> <li>• From the designated start point and upon signal, ride to the right of the first cone, left of the second and so on. After completing the maneuver, stop at the designated stop point.</li> <li>• Demo will be scored for: Stalling the motorcycle. Hitting a cone. Skipping a cone. Putting a foot down. Dropping the motorcycle.</li> <li>• Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).</li> </ul>

U-Turn	Expected Applicant Feedback
<ul style="list-style-type: none"> <li>✓ <b>State skill objective</b></li>   <li>✓ <b>Identify path of travel and state expectations</b></li>   <li>✓ <b>Provide demonstration</b></li>   <li>✓ <b>Answer administrators error based question(s)</b></li> </ul>	<ul style="list-style-type: none"> <li>• To effectively maneuver the motorcycle within a restricted space.</li>   <li>• From the designated start point and upon signal, ride into the u-turn area at a position that will allow for the motorcycle to be maneuvered in a leftward direction while remaining within the area designated and leave that area traveling in the opposite direction from which entered. After completing the maneuver, stop at the designated stop point.</li>   <li>• Demo will be scored for: Stalling the motorcycle. Hitting a cone. Putting a foot down. Crossing a boundary. Dropping the motorcycle.</li>   <li>• Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).</li> </ul>
Riding Slowly / Balance	Expected Applicant Feedback
<ul style="list-style-type: none"> <li>✓ <b>State skill objective</b></li>   <li>✓ <b>Identify path of travel and state expectations</b></li>   <li>✓ <b>Provide demonstration</b></li>   <li>✓ <b>Answer administrators error based question(s)</b></li> </ul>	<ul style="list-style-type: none"> <li>• To effectively control and balance the motorcycle while riding slowly.</li>   <li>• From the designated start point and upon signal, ride slowly through the entry cones threshold and continue slowly along the designated path until the front tire crosses the exit cones threshold. Stop at the designated stop point.</li>   <li>• Demo will be scored for: Stalling the motorcycle. Hitting a cone. Putting a foot down. Leaving the designated path of travel. Dropping the motorcycle. Completing the maneuver too quickly. Maneuver must be ridden <math>\geq 15</math> seconds. Timing starts as front tire crosses entry cones threshold and ends as front tire crosses exit cones threshold.</li>   <li>• Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).</li> </ul>

Sharp Turn – Right (from a stop)	Expected Applicant Feedback
<ul style="list-style-type: none"> <li>✓ <b>State skill objective</b></li>   <li>✓ <b>Identify path of travel and state expectations</b></li>   <li>✓ <b>Provide demonstration</b></li>   <li>✓ <b>Answer administrators error based question(s)</b></li> </ul>	<ul style="list-style-type: none"> <li>• To effectively control the motorcycle while demonstrating the ability to change direction.</li>   <li>• From the designated start point and upon signal, start off and immediately steer/maneuver the motorcycle to the right while remaining within the designated path-of-travel boundaries. Upon completing the maneuver, stop at the designated stop point.</li>   <li>• Demo will be scored for: Stalling the motorcycle. Hitting a cone. Putting a foot down. Crossing a designated path-of-travel boundary. Dropping the motorcycle.</li>   <li>• Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).</li> </ul>
Cornering	Expected Applicant Feedback
<ul style="list-style-type: none"> <li>✓ <b>State skill objective</b></li>   <li>✓ <b>Identify path of travel and state expectations</b></li>   <li>✓ <b>Provide demonstration</b></li>   <li>✓ <b>Answer administrators error based question(s)</b></li> </ul>	<ul style="list-style-type: none"> <li>• To effectively demonstrate proper cornering technique.</li>   <li>• From the designated start point and upon signal, approach the curve upshifting to 2nd gear. Quickly accelerate to a minimum of 25km/h. At a point prior to the curve entry-threshold, slow to an appropriate entry speed for the curve. Following the designated path-of-travel, make a smooth continuous turn using proper technique. Skill may be run in either direction.</li>   <li>• Demo will be scored for: Stalling the motorcycle. Not using both brakes to slow prior to entering the curve. Decelerating in the curve. Looking down while in the curve. Hitting a cone. Crossing a designated path boundary. Riding too slowly. (Curve must be ridden ≤ 4.5 seconds.) Timing starts when front tire crosses entry-threshold and stops when front tire crosses exit-threshold.) Dropping the motorcycle.</li>   <li>• Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).</li> </ul>

Quick Stop	Expected Applicant Feedback
<ul style="list-style-type: none"> <li>✓ <b>State skill objective</b></li>   <li>✓ <b>Identify path of travel and state expectations</b></li>   <li>✓ <b>Provide demonstration</b></li>   <li>✓ <b>Answer administrators error based question(s)</b></li> </ul>	<ul style="list-style-type: none"> <li>• To effectively demonstrate the ability to perform a quick stop and avoid a hazard.</li>   <li>• From the designated start point and upon signal, approach the braking threshold cue cones upshifting to 2<sup>nd</sup> gear. Continue accelerating to 20-25km/h and maintain. When the front tire reaches the braking threshold cue cones, begin smooth but firm braking. Continue braking until stopped.</li>   <li>• Demo will be scored for: Failing to use both brakes. Approach speed too slow. (Applicants exceeding 25km/h but still able to stop within standard will not penalized.) Braking too early. Crossing the barrier boundary. Stalls motorcycle. Dropping the motorcycle.</li>   <li>• Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).</li> </ul>
Swerve	Expected Applicant Feedback
<ul style="list-style-type: none"> <li>✓ <b>State skill objective</b></li>   <li>✓ <b>Identify path of travel and state expectations</b></li>   <li>✓ <b>Provide demonstration</b></li>   <li>✓ <b>Answer administrators error based question(s)</b></li> </ul>	<ul style="list-style-type: none"> <li>• To effectively demonstrate the ability to perform a quick position change and avoid a hazard.</li>   <li>• From the designated start point and upon signal, approach the swerve threshold cue cones upshifting to 2<sup>nd</sup> gear. Continue accelerating to 20-25km/h and maintain. When the front tire reaches the swerve threshold cue cones, maneuver the motorcycle in the direction advised. Continue through the escape path. Stop the motorcycle at the designated stop point.</li>   <li>• Demo will be scored for: Braking during the swerve. Hitting a cone. Crossing a boundary. Approach speed too slow. (Applicants exceeding 25km/h but still able to effectively swerve without hitting a cone or boundary will not be penalized.) Stalling the motorcycle. Dropping the motorcycle.</li>   <li>• Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).</li> </ul>

# Teaching Modules

## Lot Skills

SERPENTINE

U-TURN

RIDING SLOWLY / BALANCE

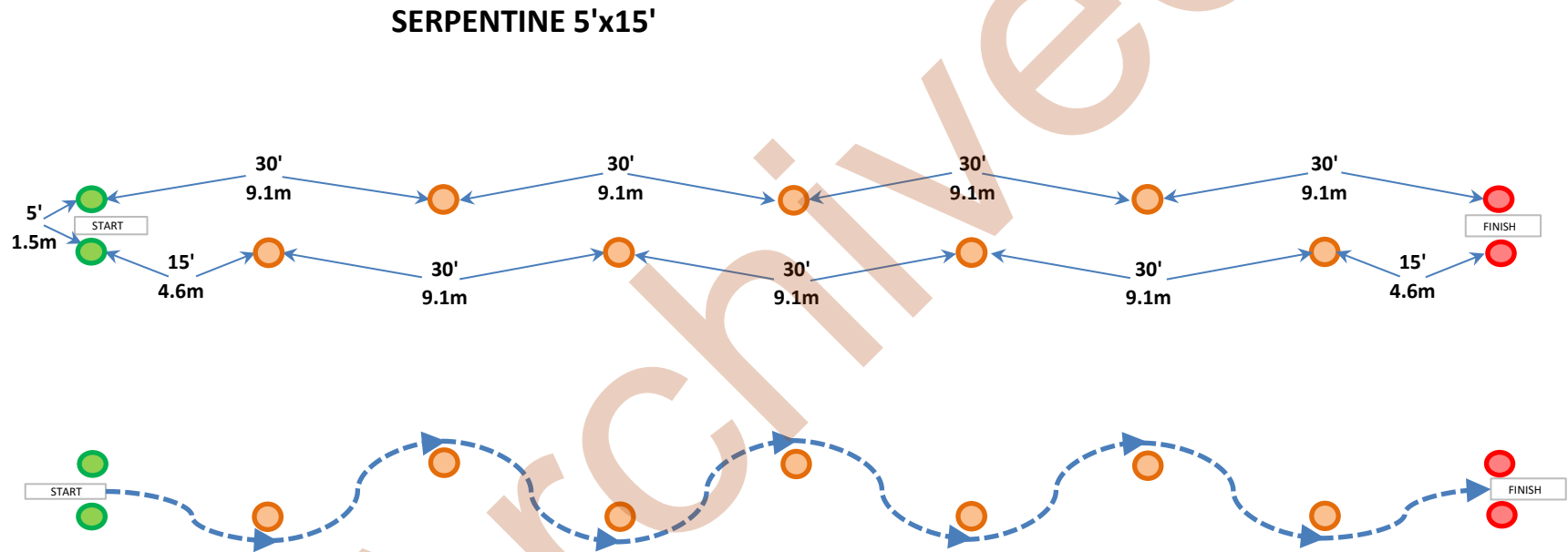
SHARP TURN – RIGHT (from a stop)

CORNERING

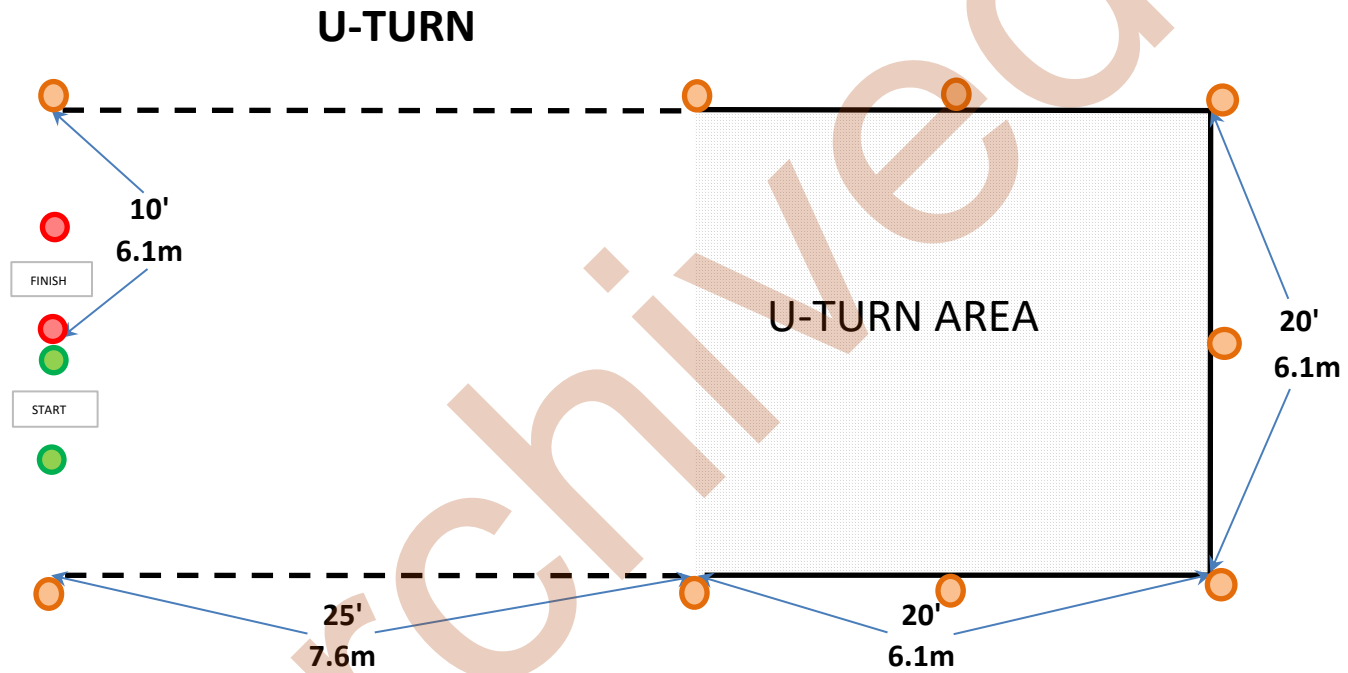
QUICK STOP AND SWERVE



# Diagram 1

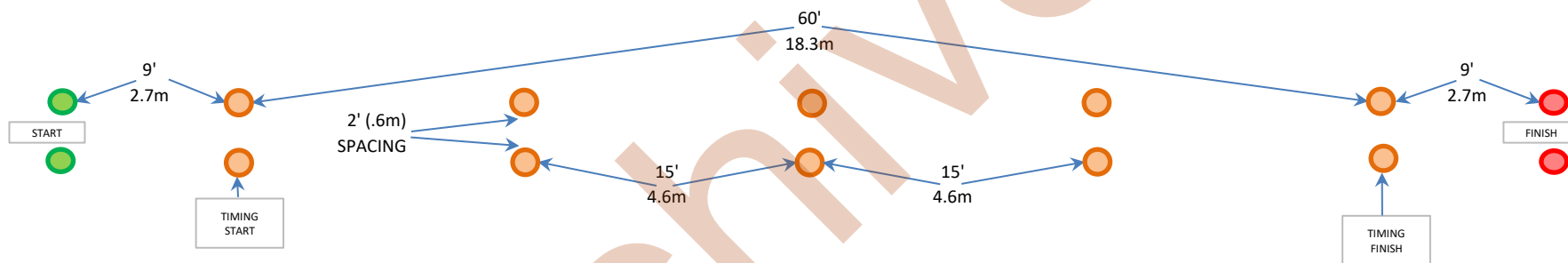


# Diagram 2



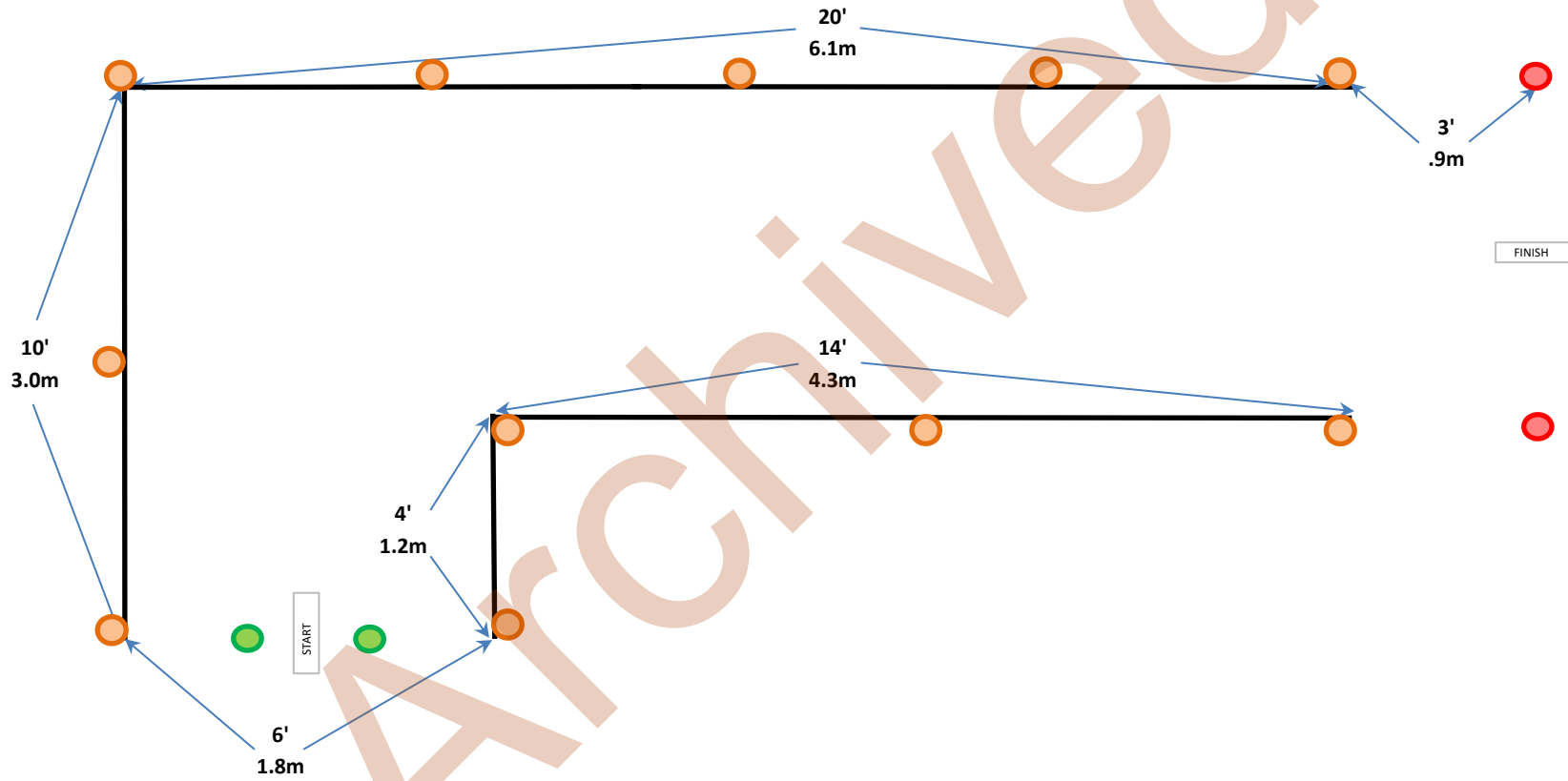
# Diagram 3

## RIDING SLOWLY / BALANCE



# Diagram 4

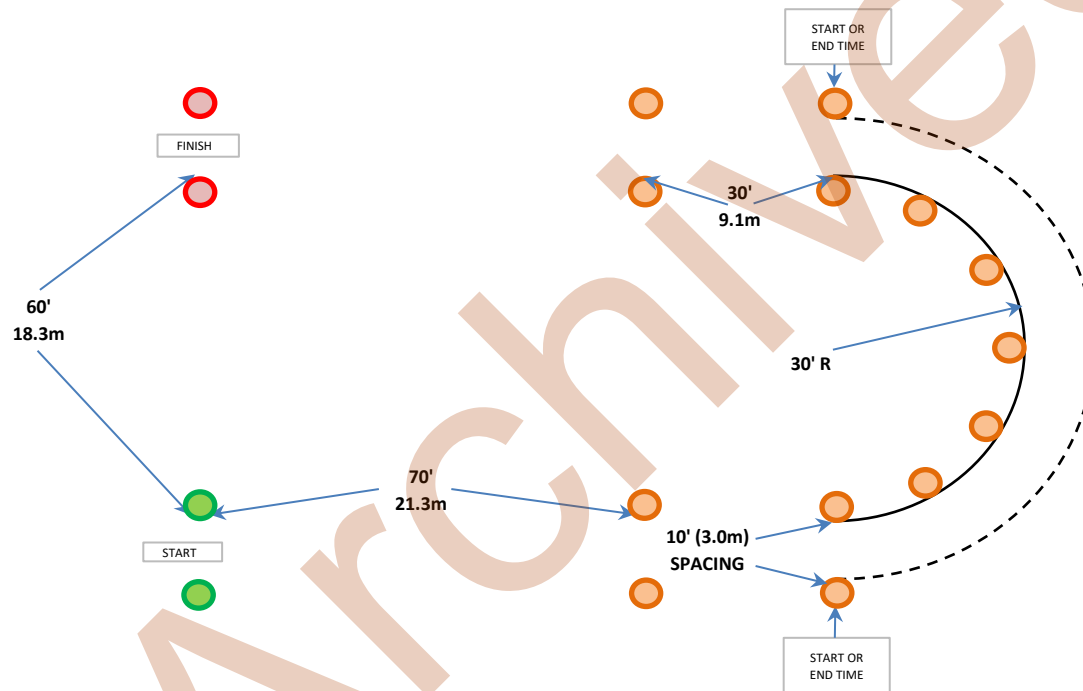
## SHARP TURN - RIGHT (from a stop)



# Diagram 5

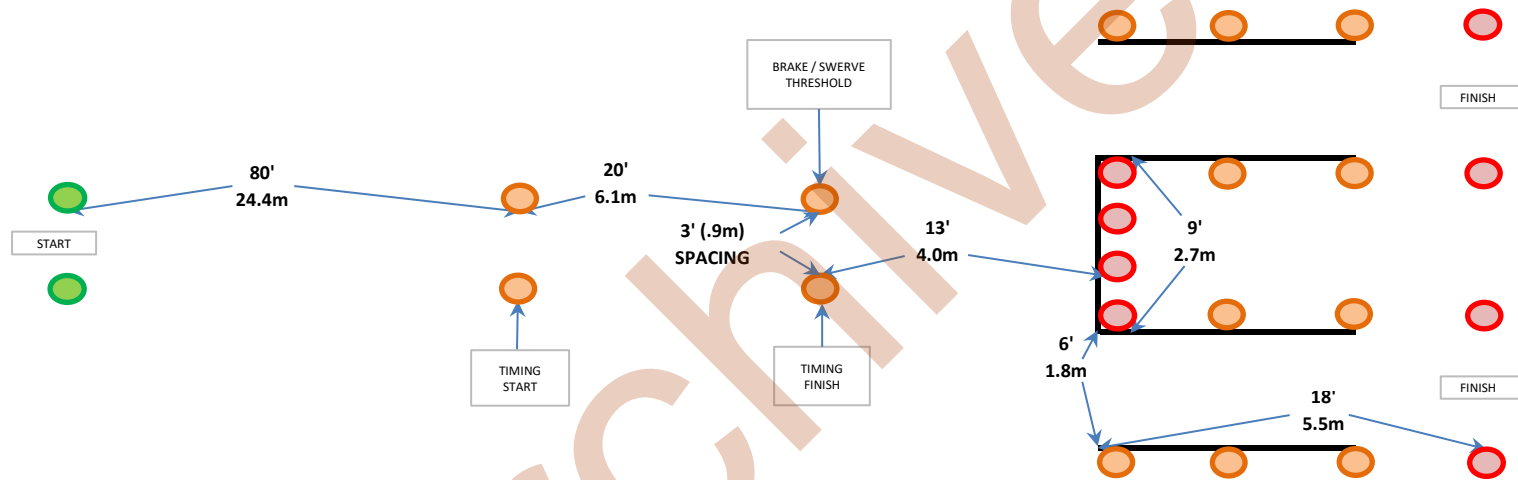
## CORNERING

SKILL CAN BE DEMONSTRATED IN EITHER DIRECTION



# Diagram 6

## QUICK STOP AND SWERVE



## Definitions of Class 5 Curriculum Components

All driver training schools licensed to provide classroom instructions are required to use the Alberta Class 5 Curriculum or an alternate that meets or exceeds the minimum standard set by Driver Programs and Licensing Standards (DPLS). As a requirement for curriculum approval, each of the topics in the curriculum outline must be covered in the electronic presentation, instructor's guide and student's guide. This is a guideline for developing the curriculum components. A curriculum developed for Class 5 classroom education must be approved by DPLS before the school can be licensed.

### **Electronic Presentation**

The electronic component is an interactive presentation of the required content using Microsoft® PowerPoint or other electronic program. The electronic presentation should contain information for students to follow each topic and the key points related to it. The electronic presentation should not contain all of the information presented in the classroom course. Additional information to the electronic presentation should be delivered through class participation (white board / flip chart), small group research /reporting, and videos embedded in the presentation or delivered through other sources, such as CDs and DVDs.

### **Instructor's Guide**

The instructor's guide will be a companion document to the electronic presentation. It should detail the method of delivery of the electronic presentation in a step-by-step format for classroom presenters. The guide must contain, at minimum, the following information:

1. Defined objectives for each topic identified in the electronic presentation
2. The time dedicated to each topic
3. Detailed instructions for facilitating student group work
4. Detailed instructions for facilitating class discussion
5. Learning outcomes for each topic and how the outcomes will be presented to students (e.g., flip charts, group work, handouts, etc.)
6. Identification of when breaks should happen in the presentation and the length of each break
7. Identification of when videos are to be played and paused to emphasize key points, present information and/or initiate class discussion.

### **Student's Guide**

The student's guide should be a summary of the electronic presentation. It is for the student to use and to keep. The guide must contain, at minimum, the following:

1. Consistent formatting that helps students follow the electronic presentation
2. Dedicated space for students to take notes
3. Key points under each module
4. Learning objectives at the beginning and learning checklists at the end of modules


***The following pages include examples from the Alberta Class 5 Curriculum.***

# Definitions of Class 5 Curriculum Components


## Electronic Presentation Example

Example: social factors – speeding


**PEER PRESSURE**




**ROLE MODELS**



**MOVIES**



**ADVERTISING**



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# Definitions of Class 5 Curriculum Components

## Instructor's Guide Example

SG pg. 29

**Example: social factors – speeding**

The diagram illustrates four social factors that can influence speeding: **ROLE MODELS** (represented by a person at a podium), **PEER PRESSURE** (represented by a group of people with one person raising their hand), **MOVIES** (represented by a play button icon), and **ADVERTISING** (represented by a sign with 'AD' on it).

- Outside influences can have positive and negative effects on us.
- There are many social factors out there that can influence us into thinking that speeding is socially acceptable:
  - peer pressure and advertising make speeding look fun

Ask the class to give other examples of driving errors affected by social factors.

Driver education instructor guide
Module 3 Driver 45

# Definitions of Class 5 Curriculum Components

## Student's Guide Example

**Personal factors**

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- How I feel and what I do:
  - Courteous driving versus aggressive driving

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**Example: social factors – speeding**

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**ROLE MODELS**




**PEER PRESSURE**



**ADVERTISING**




**MOVIES**



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**Video: Speeding**

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**Video - Speeding:**

- Why is speeding dangerous?
- What kinds of activities make speeding even more dangerous?
- What is the solution to the injuries and deaths caused by speeding?

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Alberta 

Guide to  
Complete  
D.R.I.V.E.R.

**Class 5**

Archived

**STANDARD:** All driving schools offering Class 5 in-vehicle driver education must complete an in-vehicle report card. DRiving In-Vehicle Evaluation Report (D.R.I.V.E.R. - DPLS0068) is the standard Alberta Government document.

*Note: The reporting document must **NOT** be marked, graded, or completed in any manner while the vehicle is in motion.*

### **Instructions for Completion**

#### **Office and Student Copy – Page 1**

##### **A. INFORMATION**

1. STUDENT INFORMATION SECTION MUST INCLUDE THE FOLLOWING:
  - Student Name - Complete with last name, first name, and middle name or initial
  - Male / Female
  - Address - Student's home address
  - Pick up location - Home / Other: Complete location for student pick up if different than home address
  - City or Town
  - Province
  - Postal Code
  - 10-Digit Home Phone Number
  - 10-Digit Cellular or Other Number
2. DRIVING SCHOOL INFORMATION SECTION MUST INCLUDE THE FOLLOWING:
  - Driving school name
  - Driving school complete address, and
  - Driving school contact numbers
3. STUDENT / CLIENT INFORMATION
  - Operator's Licence Number
  - Date of Birth
  - Condition Code
  - Licence Class (Class 7, Class 5-GDL, Class 5 or Other)
  - Issue Date
  - Expiry Date
4. GENERAL INFORMATION
  - Course Registration Date – enter the date client registered for the course
  - Student Licence Status – student must select one of the following:
    - Class 7 and 5-GDL (Novice) – Check this box if the client holds a Class 7 (learner's licence) or Class 5-GDL (probationary licence) at the time of course registration. Clients holding either of these classes will be

required to successfully complete a minimum of 15 hours of classroom plus the final examination (must score 80% or better) and a minimum of 10 hours of in-vehicle education and training.

- Class 5 non-GDL (Certification) – Check this box if the client holds a Class 5 non-GDL (full Class 5 operator’s licence) at the time of course registration. Clients holding this class will be required to successfully complete a minimum of 15 hours of classroom plus the final examination (must score 80% or better) and a minimum of 6 hours of in-vehicle education and training.
- Other – Check this box if client is taking a refresher, brush-up, or other in-vehicle lessons that do not qualify for a Course Completion Certificate.
- Automatic – Check this box if client is taking in-vehicle lessons in a vehicle with an automatic transmission.
- Manual – Check this box if client is taking in-vehicle lessons in a vehicle with a standard (manual shift) transmission.

## B. CLASSROOM LESSON INFORMATION

1. The following fields must be included and completed by the instructor:
  - **Name of Instructor**
  - **Dates** - Enter the date (in yyyy/mm/dd format) of the first scheduled classroom lesson on line number 1. Indicate the time the lesson is to start and the time the lesson is scheduled to be completed. Follow the same process for all scheduled lessons by entering the dates and times in numbers 2 through 6, as required.
  - **Total Hours and Final Grade** - Enter the total number of classroom hours completed. Enter the grade achieved at the completion of the required classroom hours.

## C. IN-VEHICLE LESSON INFORMATION

1. The following fields must be included and completed by the instructor:
  - **Name of Instructor**
  - **Date** - Enter the date (in yyyy/mm/dd format) of the first scheduled in-vehicle lesson on line number 1. Indicate the time the lesson is to start and the time the lesson is scheduled to be completed. Follow the same process for all scheduled lessons by entering the dates and times in numbers 2 through 10, as required.
  - **Total Hours and Final Grade** - Enter the total number of in-vehicle hours completed. Enter the grade achieved at the completion of the required in-vehicle hours.

*NOTE: The student/client and the instructor must initial the appropriate line at the completion of each in-vehicle lesson session.*

#### D. COURSE COMPLETION CERTIFICATE

1. Student must achieve a classroom Final Grade of 80% or higher and an in-vehicle Final Grade of 7.5 or higher to qualify for a Course Completion Certificate.

- Course Completion Certificate Number
- Course Completion Certificate Issue Date
- In-Vehicle Final Grade - Enter the grade achieved for in-vehicle lessons at the completion of the required in-vehicle hours. Enter the following grade:

9.0 – scored 9.0 in all skills in **yellow** and scored 9.0 in all skills in **white**

**OR**

scored 9.0 in all skills in **yellow** and 8.0 and higher in all skills in **white**

8.0 – scored minimum of 8.0 in all skills in **yellow** and 8.0 and higher in all skills in **white**

**OR**

scored minimum of 8.0 in all skills in **yellow** and scored 7.5 and higher in all skills in **white**

7.5 – scored 7.5 and higher in all skills in **yellow** and scored 7.5 and higher in all skills in **white**

7.0 – minimum score is **7.0** for any skill in yellow or white

6.0 – minimum score is **6.0** for any skill in yellow or white

5.0 – minimum score is **5.0** for any skill in yellow or white

4.0 – minimum score is **4.0** for any skill in yellow or white

- Final Grade - On page 1, enter the grade achieved for in-vehicle at the completion of the required in-vehicle hours.

**Note:** *The student's 'final grade' on page one should reflect the instructor's opinion that the student has an acceptable level of skills for a novice driver. The in-vehicle instructor must provide their professional assessment of the student's ability, knowledge, and awareness to safely operate a vehicle in everyday driving situations.*

*For example, a student who shows poor braking control only while performing a downhill park would not be as high of a risk as a student who displays poor braking control while turning and stopping in traffic.*

- i. Commentary driving is an important component of in-vehicle training. It is one of the primary ways that an instructor can assess how well a new driver is developing the comprehensive skills in the vehicle-handling, knowledge, and awareness skill sets.

However, not all new drivers will have the same level of language skills and comfort in commentary driving. Please continue to develop commentary

driving skills with all new drivers, without the pressure of having it affect the new driver's final grade. Grade 'Commentary' in the Knowledge (Cognitive) and Awareness (Perceptual) sections, but do not include it when assigning the final grade at the completion of the in-vehicle session.

### **Overall Rating for Driver Education Course**

**When your client has successfully completed the classroom and in-vehicle components match the final in-vehicle grade with the corresponding letter below. Completing the overall skills on page 2 leads to this overall rating.**

**Enter only the letter (A, B, C, or D) in the Overall Rating box.**

<b>A</b>	(8.0 - 9.0)	Student exceeds the requirements.
<b>B</b>	<b>7.5</b>	Student meets the requirements.
<b>C</b>	(6.0 - 7.0)	Suggest student obtain additional practice with a fully-licensed driver.
<b>D</b>	(4.0 - 5.0)	Suggest student obtain additional professional driver education.

**White (top) copy** – (retained by the driving school)

**Yellow copy** – (provided to the student/client)

This is to provide the student/client with a schedule of their classroom and in-vehicle dates and times.

The student should take this copy after each lesson to show parent or guardian, then bring it back for each in-vehicle lesson to be completed by the instructor.

## Office and Student Copy - Page 2

Complete page 1 (office and student copy) then remove cardboard insert between office and student copies of page 2 before completing page 2.

### A. Enter Student Name at the top of the page

### B. Instructor Codes - New Activities

1. Use these codes to identify how you have introduced new activities:
  - 1 – **Theory (Cognitive)** – New activity introduced with illustrations and two-way discussions
  - 2 – **Practical (Psychomotor)** – New activity introduced with a demonstration, observation and/or two-way discussions
  - 3 – Both **Theory** and **Practical**

### C. Suggested Lesson Plan and Activities

1. The activities identified for each lesson are a 'suggested lesson plan'. The lesson structure will vary according to location, student ability, and road and weather conditions.
2. The instructor must attempt to cover as many of the activities as possible according to the suggested lesson plan.
3. Check the box or use the instructor activity codes (1, 2, or 3) for the correct lesson column (see D. Hours) to show which activities were covered during that lesson.

### D. Hours

1. Each column represents one 2-hour lesson. Under the heading of 'Hours' the number '2' is the first two hours of in-vehicle training, the number '4' represents the second 2-hour lesson, (4 hours in total), and '6' represents the third 2-hour lesson, (6 hours in total), and so on for the full ten hours. The checked boxes indicate when the activities are covered for the first time and when they are repeated during the subsequent 2-hour lessons.
2. It is likely that some activities will have all or most of the boxes in the row checked by the completion of the in-vehicle lessons.

### E. Overall Skills

1. Skill Sets are to be divided into three groups:
  - a. Vehicle-Handling (Psychomotor)
  - b. Knowledge (Cognitive)
  - c. Awareness (Perceptual)



- The skills contained in each of the skill sets are graded for the student/client according to the grading system below (F. Grading of Overall Skills). The grade assigned will reflect the student/client's performance of each skill for every in-vehicle lesson. For example, overall braking skill will be assessed by considering all the activities that required the student to apply the brakes during the two-hour lesson.
- There are ten columns available if lessons are done on an hourly interval. You may complete the grading after you have completed two one-hour lessons.
- A comprehensive lesson plan that contains the vehicle-handling (psychomotor), knowledge (cognitive) and awareness (perceptual) categories will enable the instructor to effectively grade and evaluate the skills.

#### F. Grading of Overall Skills

- For each lesson, write a grade number in the box for each skill used. Use the following tables to assess student's skills:

<b>Level of Instructor Assistance</b>	<p>4.0 – Student vehicle-handling and/or theory require <b>Continuous</b> instructor assistance</p> <p>5.0 – Student vehicle-handling and/or theory require <b>Frequent</b> instructor assistance</p> <p>6.0 – Student vehicle-handling, theory and perceptual skills require <b>Occasional</b> instructor assistance</p> <p>7.0 – Student vehicle-handling, theory and perceptual skills require <b>Minimal</b> instructor assistance</p>
<b>Level of Student Independence</b>	<p>7.5 – Student performs independently 75 per cent of the time</p> <p>8.0 – Student performs independently 80 per cent of the time</p> <p>9.0 – Student performs independently 90 per cent of the time</p>

- Refer to page 2 of D.R.I.V.E.R. (DPLS0068) for more information regarding this section.

#### Comments - Page 3

##### A. Student Name

- Enter student's name at the top of page 3.
- Please provide feedback for your student that is clear and concise.
- Feedback should address the skills that the student does well, has improved on, or needs improvement on, as well as skills that require more practice.
- Comments should be in line with the grading.
- Comments can be given for each skill (e.g., braking) for each lesson or for the entire skill set (e.g., Psychomotor) for each lesson.

## **Skill Sets**

This document will help you understand the different types of skill sets with detailed definitions.

**To properly pass this information on to new or novice drivers, instructions should always be supported with the reason(s) why it is important and/or necessary.**

### **A. Psychomotor (Vehicle-handling) Skills**

1. **Steering (Forward)** – Student must display the ability to turn and recover hand-over-hand without allowing the vehicle to swerve from side-to-side.

When traveling on straight roads and mild curves the vehicle must stay centered in the lane and the speed should be fairly constant.

Proper steering is the result of coordinating movement with visual skills.

Notes:

- *Ensure proper seating position*
- *Left foot should be on the dead pedal for balance and support*
- *Hand positions: Identify pros and cons of 10 and 2 versus 9 and 3*

2. **(Reversing – Straight Line)** – Student must reverse at a slow (walking) speed. Vision should be mostly through the rear window at the intended location with glances to the front and sides.

Vehicle movement must be kept at a slow or walking speed, while the student performs minor steering adjustments, to continue in a straight line.

Left hand must remain on the steering wheel at 12 o'clock.

Notes:

- *Ensure proper seating position*
- *Shift onto the right hip for better view through rear window*

3. **(Reversing – Left or Right)** – Student must reverse at a slow (walking) speed. Vision should be mostly at the intended location with glances to the front and sides.

Vehicle movement must be kept at a slow or walking speed while turning. Steering should be in the same direction that the rear of the vehicle must travel. Reverse to the left, steer to the left; reverse to the right, steer to the right.

Hand-over-hand steering must be used when turning sharply.

When reversing, in a safe and quiet location, from one lane to the other, the left hand should move the steering wheel between 9, 12, and 3 o'clock.

Notes:

- *Ensure proper seating position*
- *Hand positions*
  - *Steering using 9, 12, and 3 o'clock positions for one lane to the other*
  - *9 and 3 versus 10 and 2 for turning sharply*

4. **Braking** – Student must display the ability to bring the vehicle to a complete stop gradually and safely. Student must display good anticipation and braking awareness.

Attention must be given to checking the rear view mirror, and dealing with vehicles behind, and in front.

Braking and checking the rear view mirror should begin when the student 'anticipates the need' to slow or stop.

Notes:

- *Left foot should be on the dead pedal for balance and support*
- *Right heel should be on the floor in front of the accelerator*
- *Student should use the right foot to "squeeze" the brake pedal*
- *Student should pivot the right foot between brake and accelerator while keeping the heel on the floor*
- *Demonstrate various types of braking, such as threshold, ABS*
- *Covering the brake – when and how?*
- *Demonstrate proper timing when pivoting the right foot back to accelerator at the point-of-no-return (decision to continue)*
- *Demonstrate various braking methods for varying road conditions*

5. **Speed** – Student must display the ability to recognize legal speed limits and adjust driving for the conditions. In addition, the student must display the ability to accelerate, maintain and reduce speed gradually, and safely.

Rapid acceleration, fluctuating speed, and hard braking are the result of poor visual and anticipation skills.

Notes:

- *Ensure student understands the advantages and disadvantages of traveling with the flow of traffic*

6. **Scanning** – Student must display the ability to scan the area (360° space cushion) around the vehicle.

This involves front, rear and peripheral (side-to-side) visual skills.

Notes:

- *Discuss peripheral, depth perception, and tunnel vision*
- *Ensure proper ground search*

- Identify visual lead time as it relates to urban and rural driving
- Teach pattern of left, center, right scanning versus right, center, left
- Student should not be fixating on objects
- Ensure proper use of inside and outside rear view mirrors

7. **Visual Skills** – Student must display the smooth steering, braking, and speed control that are the result of proper visual skills and vehicle movement.

This should be displayed for lane positioning (tracking), entering and traveling through intersections, performing left and right turns, and bringing the vehicle to a stop at the curb when parallel, hill, and angle parking, as well as backing.

Notes:

- *Use focal points for identifying where and how far away from the vehicle the student should be looking to ensure proper vehicle movement*
- *Various zones – intended path*
- *Where not to look, e.g., at the curb, over the front of the vehicle*

## B. Cognitive (Knowledge) Skills

1. **Judgment (Time and Space)** – Student must display good judgment, with little or no assistance, for assessing ‘time’ and ‘space’ for turns, safely moving with and into traffic, as well as parking.
2. **Judgment (Right-of-Way)** – Student must display good judgment, with little or no assistance, for assessing the safe and legal movement of vehicles at intersections with traffic controls and without traffic controls, and moving with and into traffic.

Notes:

- *Legal rights versus ‘real world’ decisions (uncontrolled T)*
  - *Last clear chance to avoid a collision*
  - *‘Me first’ attitude*
  - *Onus of responsibility even with the right-of-way*
3. **Decision-Making and Planning** – Student must display the ability to strategically plan their driving according to at least two or three instructions, provided in advance, by the instructor.

The student must be able to verbalize the intended action he or she will take, assess the traffic environment, and make decisions (proactive) that reduce or eliminate potential hazards (risk).

Notes:

- *Ensure student identifies accurately when it is ‘safe to proceed’*

4. **Signs, Signals, Lights, and Markings** – Student must be knowledgeable regarding the various signs, signals, lights, and markings applicable to the safe and legal movement of traffic and pedestrians.

Notes:

- *Ensure student can accurately identify the meaning of various colors, shapes, and symbols associated with traffic signs*
- *Ensure student is aware of the various locations of signs, signals, lights and road markings*
- *Ensure student understands the intended message*

5. **Rules of the Road** – Student must be knowledgeable regarding the laws and regulations applicable to the Traffic Safety Act and its associated Regulations.

Notes:

- *Why laws and adherence to laws are necessary*

6. **Commentary** – This type of commentary driving involves identifying signs, signals, and other road marking signs, signals and controls.

Notes:

- *Planning and proactive narrative*
- *Escape routes*

### C. Perceptual Skills

Hazard Awareness – Student must display the ability to verbally identify potential hazards and provide methods to reduce, minimize, or eliminate the potential hazards (risk).

Notes:

- Recognizing “Risk”
- Use of Identify Predict Decide Execute (I.P.D.E.) scanning method
- Smith System (‘Big Picture’ visual skills)

\*\* Hazard Awareness and Hazard Management should be treated together, such as a cause and effect scenario.

Hazard Management – After verbally identifying the potential hazard and possible remedies the student must take the action/adjust driving required to reduce, minimize, or eliminate the potential hazards (risk).

Notes:

- Timely and appropriate action for collision prevention
- Managing “risk”
- Use of action word to start feedback, such as, “I am braking? accelerating?
- changing lanes? to prevent? reduce? ...the risk....?”

1. **Risk Assessment** – Student must be able to **identify the potential or real risks by providing a rating.**

The rating will identify the level of risk, i.e., the number '1' could be little or no risk and '5' could be extreme risk. The rating will move up and down as the student drives along the various roadways.

Student must identify the current level of risk, and how the level of risk for the same location will change when the conditions, such as traffic and pedestrian volume change, e.g., downtown intersection at 8 p.m. on Sunday versus 8 a.m. on a weekday.

Ratings will also be affected by the actions of the student. For example, travelling straight through an intersection will carry a different risk, or level of risk, than when the student is intending to turn left. Turning right will be different from travelling straight through and different again when compared to left turns. Many factors affect levels of risk even at the same location or intersection, such as action of the student (turning versus straight through), time of day, day of the week, and changing weather and road conditions.

Notes:

- *Rating system – simple, e.g., low – medium – high*
- *Provide verbal support for change in rating*
- *Priority setting*

2. **Commentary** – This type of commentary provides the student with the **opportunity to combine and verbalize their hazard awareness and management skills**, as well as verbally identifying the risks they are facing. This activity will combine the other activities in this category into a 4 or 5 minute segment as the student drives.

Notes:

- *“Responsible” driver versus “Careless” driver*
- *Use of ‘What if’ scenarios to reinforce proactive driving*
- *Potential hazards*

## **In-Vehicle Activities**

The following information represents the detailed items to be covered when providing in-vehicle lessons to students (clients). The following may not represent a complete set of items for each activity but does represent the minimum.

To properly pass this information on to new or novice drivers it should always be supported with the reason(s) why it is important and/or necessary.

### **Lesson 1 (Hours 1 and 2) – Activities**

#### **Pre-Trip and Under-the-Hood (Exterior)**

##### **360° WALK-AROUND, CHECK:**

- tires
  - o tread depth, lug nuts, wear
  - o sidewall condition, valve stem
  - o direction facing
- vehicle body condition
- 'all' lights and markers operating properly
- 'all' windows – cleanliness, obstructions
- under-the-hood (belts, fluids, hoses, electrical)
- licence plate
  - o valid
  - o securely attached
- wiper blades
- emergency kit items
- all rear view mirrors
- exterior cleanliness
- under the vehicle (fluids, obstructions, hazards)
- safe vehicle entry and exit

#### **Basic Habits (Interior)**

##### **CHECK:**

- insurance and registration
  - o current and valid?
- instruments and controls
  - o location and operation
- doors are locked
- seat
  - o distance from steering wheel
  - o seat back position
- rear view mirrors setting
  - o inside
  - o outside
- head restraints
  - o position
- cleanliness of vehicle
- seat belts
  - o legal requirement
  - o proper position when fastened
- student licence
  - o is it valid
  - o conditions
- no loose objects
- hand position on steering wheel
- airbags
  - o proper distance from
  - o hazards of

#### **Demonstration Drive (Demo) by Instructor**

- 10 to 15 minutes (maximum)
- basic habits
- approaching and leaving the curb
- lane changing method & sequence
- left and right turns
- vision skills/requirements
- use of a safe teaching area
- build rapport with student (client)
- reversing
- steering
  - o method – hand-over-hand
  - o 9 & 3 / 10 & 2 hand position

- blind 'zone' demonstration

### Start and Stop

- controlled acceleration technique(s)
- effective braking technique(s)
- standard (manual) versus automatic
- proper use of all mirrors
- visual techniques/skills

### Lane Changing / (Blind Zone Check)

- safe and legal locations
- reinforce sequence for student drive
- proper use of all rear view mirrors
- hazards of location
- signal
  - legal requirement
  - as communication with others
- safe and proper shoulder checking
- assertiveness versus aggressiveness
- planning and patience
- speed control
- space and time management
- blind spot
  - own
  - others

### Turns – Right

- proper lane recognition and usage
  - residential
  - other
- vision and movement
- signal
  - legal requirement
  - as communication with others
- 360° scanning
  - checking left, centre, and right
- judgment of time and space
- safe and legal locations
- planning ahead
- hazard awareness and management
- right turn on red light conditions and rules
- right of way
  - other vehicles
  - pedestrians

### Turns – Left

- proper lane recognition and usage
  - residential
  - other
- vision and movement
- signal
  - legal requirement
  - as communication with others
- 360° scanning
  - checking left, centre, and right
- checking left before turning
- judgment of time and space
- safe and legal locations
- planning ahead
- hazard awareness and management
- left turn on red light conditions and rules
- right of way
  - other vehicles
  - pedestrians

### Lesson 1 Review

- areas of improvement feedback
  - from instructor and student
- areas for improvement feedback
  - from instructor and student
- activities and preparation for next lesson



## **Lesson 2 (Hours 3 and 4) – Activities**

### **Preview**

- student's concerns while practicing
- today's planned activities
- pre-trip & basic habits (condensed)
- preview new activities with illustrations, observations, and/or demonstrations

### **Intersections (Controlled and Uncontrolled)**

- judgment of right-of-way
- lane recognition and usage
- signaling
  - for turns
  - braking
- proper approach and planning
- speed control
- space cushion
- 360° scanning
- hazard awareness and management
- point-of-no-return legalities

### **Multi-Lane Roadways**

- safest lane usage
- hazard awareness and management
- speed control
- proper lane changing for multiple lanes
- space cushion planning

### **Turns – Controlled Intersections**

- left and right on red lights
- positioning for turning and through
- decision-making
- stale green concerns

### **Turns – Multi-Lane Intersections**

- left and right on red lights
- dual left turns
- dual right turns
- lane usage for two or more turn lanes

### **Clutching and Shifting**

- proper clutch use
- hand position for shifting
- 'riding' the clutch
- over use of accelerator

### **Backing**

- legal rights
- speed control
- steering – hand position
- vision and movement
- 360° checks
- space cushion

### **Parallel Parking**

- speed control
- signaling
- backing
- locations
  - legal and safe
- legal requirements (50 cm.)
- positioning
  - approach
  - when finished
- methods/techniques
- steering in reverse
- leaving the parked position

### Angle and Perpendicular Parking

- speed control
- signaling requirements
- backing
- locations
- tire position (curb/stall)
- legal requirements (50 cm.)
- vehicle positioning planning
- leaving park
- 

### Uphill and Downhill Parking

- speed control
- signaling requirements
- backing
- locations
- tire position to curb
- legal requirements (50 cm.)
- settling in neutral
- leaving park

### Lesson 2 Review

- areas of improvement
  - o feedback from instructor and student
- areas for improvement
  - o feedback from instructor and student
- next lesson

Archived

### **Lesson 3 (Hours 5 and 6) – Activities**

#### **Preview**

- student's concerns while practicing
- today's planned activities
- preview new activities with illustrations, observations and/or demonstrations
- pre-trip & basic habits (condensed)

#### **One-Way Streets**

- lane recognition and usage
- left on red conditions
- judgment of right-of-way
- identification of one-way streets
- transition from one-way to two-way
- transition from two-way to one-way
- emergency vehicles

#### **Railway Crossings**

- stopping - where and when
- identifying the number of tracks
- rural crossing hazards
- proper gear shifting
- vision requirements
- crossing warning systems
- controlled crossing hazards
- uncontrolled crossing hazards

#### **Traffic Circles / Roundabouts**

- judgment of right-of-way
- entering
- exiting
- interchange (Edmonton)
- pedestrian hazards
- signaling requirements
- lane recognition and usage
- vehicle calming devices
- lane changing in traffic circle
- vision and movement

#### **Highway / Freeway Driving**

- posted speeds
- lane recognition and usage
- safe and legal passing
- space cushion
- speed control for conditions

#### **Hazard Awareness / Commentary**

- identifying potential hazards
- introduce in lessons 1 or 2 (if desired)
- moving and stationary hazards

#### **Hazard Management / Commentary**

- managing potential hazard
- hazards identified above to avoid and/or minimize risk

#### **Lesson 3 Review**

- areas of improvement
  - feedback from instructor and student
- next lesson

## **Lesson 4 (Hours 7 and 8) – Activities**

### **Preview**

- student's concerns while practicing
- today's planned activities
- preview new activities with illustrations, observations and/or demonstrations
- pre-trip and basic habits (condensed)

### **Merging and Weave Zones**

- highway drive for entering and exiting the highway using merge and weave lanes
- shared responsibility
- strategy
- signaling
- 360° scanning
- space cushion
- speed control
- entering and exiting
- weave zones

### **2 and 3 Point Turns**

- this should be done where it is safe and legal (preferably a quiet country road).
- U-turns

### **Adverse Conditions/After Dark**

- poor weather and road conditions
- after dark (nighttime) conditions
- overdriving headlights
- speed
- vision (sunglasses)
- wildlife

### **Lesson 4 Review**

- areas of improvement
  - o feedback from instructor and student
- areas for improvement
  - o feedback from instructor and student
- next lesson

## **Lesson 5 (Hours 9 and 10) – Activities**

### **Preview**

- student's concerns while practicing
- today's planned activities
- pre-trip and basic habits (condensed)
- preview new activities with illustrations, observations and/or demonstrations

### **Downtown**

- one-ways
- bus-taxi-bicycle lanes
- risk assessment
- multi-lane roadways
- hills – downshifting
- hazards of parking garages
- competitive traffic
- pedestrians
- cyclists and couriers

### **Independent Driving**

- student should find a location while performing commentary driving
- verbalize the next two or three activities during the independent drive prior to performing

### **(Blank)**

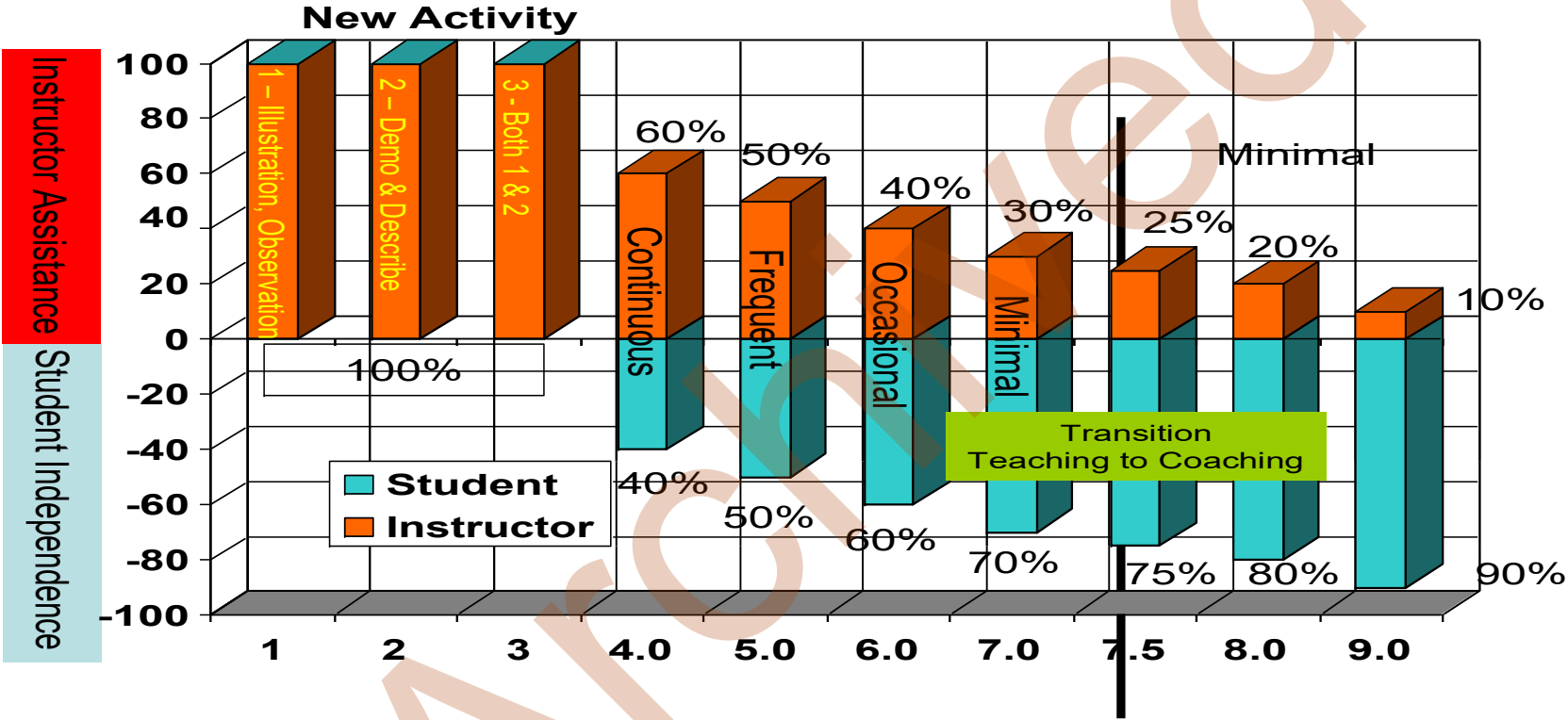
- the instructor can use this to identify any unique areas in their region.

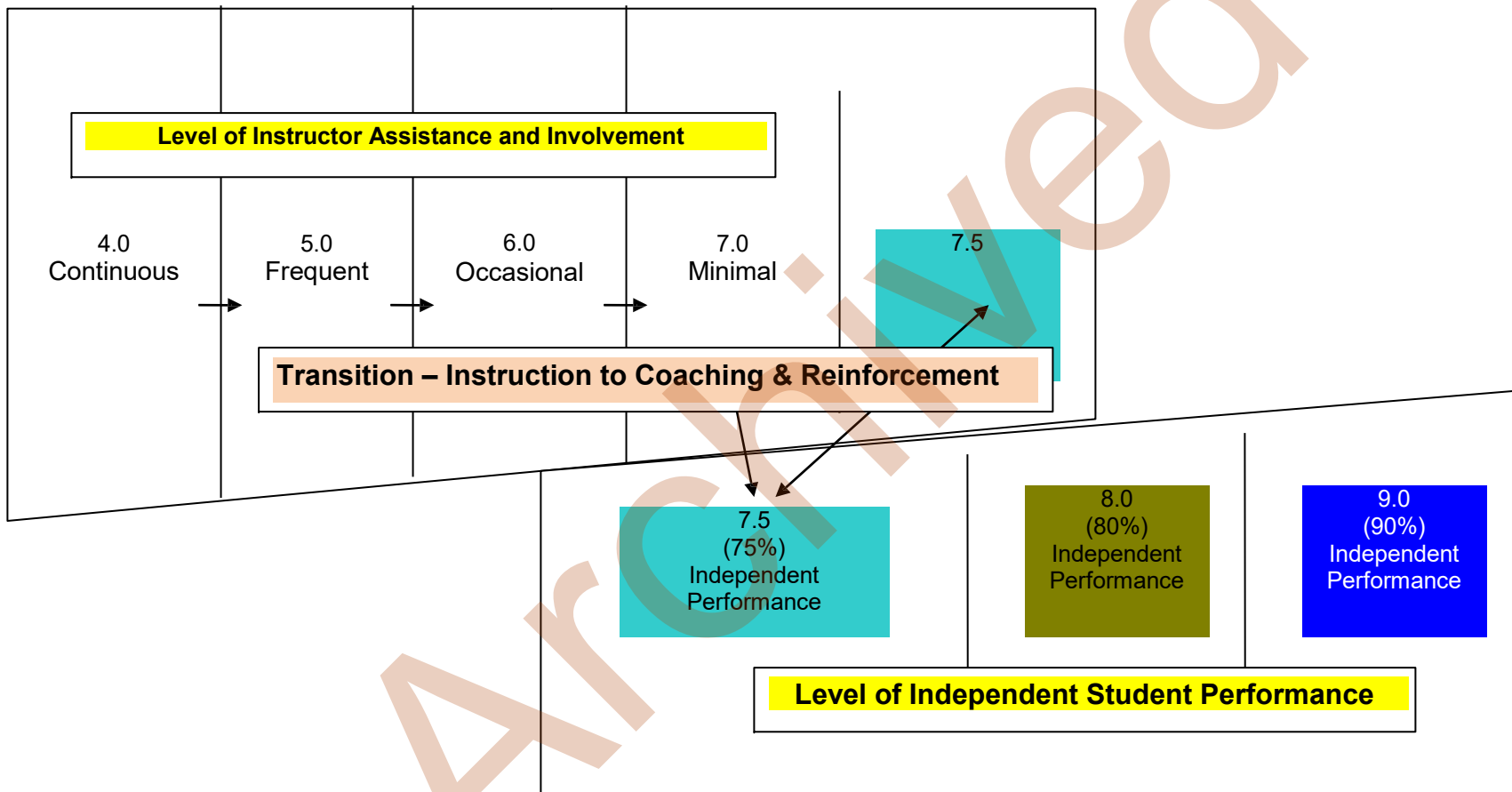
### **Lesson 5 Review**

- areas of improvement
  - feedback from instructor and student
- areas for improvement
  - feedback from instructor and student

### **Overall In-Vehicle Review**

- in-vehicle areas not covered thoroughly versus road test
- Next steps?
- Practice?
- this would involve a complete review of the previous lessons.







## Course Participant List School Bus Driver Improvement Program

Name of Delivery Agent: \_\_\_\_\_

Name of Participant (Last, First, Second)	Operator's Licence Number	Date Knowledge Tests Passed						Date Pre-Trip Inspection Passed	Date On-Road Evaluation Passed
		Series 1	Series 2	Series 3.1	Series 3.2	Series 4	Series 5		

**Complete and retain  
on Delivery Agent Course File**

I certify the information contained on this form is correct to the best of my knowledge.

This course presentation was started on \_\_\_\_\_ and was completed on

Date

\_\_\_\_\_ at \_\_\_\_\_.

Date

Address

\_\_\_\_\_  
Instructor's Certificate Number

\_\_\_\_\_  
Instructor's Signature







## On Road Evaluation Checklist School Bus Driver Improvement Program

	Date	Test Number
Name (Last, First, Second)	Operator's Licence Number	

### A. STARTING / STOPPING

1. Observation ..... 10
2. Signals ..... 10
3. Rolls Back ..... 10
4. Gear / Clutch / Accelerator / Brake ..... 10

### B. MAIN DRIVING

1. Planning: late choosing / traffic lane / lane changes ..... 10
2. Road Position: straddles / crowds / stop / follow / pass ..... 10
3. Observation: blind spots / mirrors ..... 10
4. Signals: not given / cancelled ..... 10
5. Speed: too slow / fast for conditions / exceeds ..... 10
6. Gear / Clutch / Steering / Acceleration ..... 10

### C. TURNS

1. Signals: too soon ..... 5  
too late / not given / cancelled ..... 10
2. Wrong Lane: before / after ..... 10
3. Cuts Corner / turns wide - left / right ..... 5
4. Position: fails to enter / enters / angles left ..... 10
5. Gear / Clutch / Steering / Acceleration ..... 10

### D. INTERSECTIONS

1. Approach too fast ..... 5
2. Observation: controlled / uncontrolled / passing / railway crossing ..... 10
3. Signs / Signals / Fails to Anticipate ..... 10
4. Entering Street / Highway ..... 10
5. Right of Way Judgement: pedestrian / other vehicle / own ..... 10
6. Position: too far back / blocks crosswalk / intersection ..... 5

### E. RAILWAY CROSSING

1. Position: too close / far / wrong lane ..... 10
2. Controls: neutral / brake ..... 10  
park brake ..... 5
3. Door / Window: open / not opened / too soon ..... 10
4. Observation ..... 10
5. Door: proceeds when open ..... F
6. Gear: shifts on railway track ..... F

### F. PASSENGER PICK-UP

1. Observation: vehicles following ..... 10
2. Flashing Lights: amber / red ..... 10
3. Stopping Position: 1 metre / 10 paces ..... 10
4. Controls: neutral / brake ..... 10  
park brake ..... 5
5. Door: Open too soon / start up ..... F
6. Crossover Mirrors ..... 10

### G. TURNAROUND

1. Stopping Position: too close / far ..... 5
2. Observation: approaching / during ..... 10
3. Position: during / completion ..... 10

### H. HILL PARK

1. Tires: not turned / no contact / wrong direction ..... 10
2. Position: over 50 centimetres ..... 10
3. Park Brake Not Set / Gear ..... 5
4. Control: hits curb hard ..... 10  
climbs curb ..... F

Value Key	Test
10	
10	
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5	

Value Key	Test
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F	
F	
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F	
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5	
10	
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5	
10	
F	

**Total Deductions ⇒**

<b>DISQUALIFICATION GUIDE:</b>  More than 40 deductions or "F" (failure) on any manoeuvre.	<b>PASSED EVALUATION:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No ⇒	<b>DATE OF NEXT EVALUATION:</b>
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Delivery Agent's Name	Evaluator's Certificate Number
Evaluator's Name	Evaluator's Signature

EVALUATOR'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 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 Education and Examination Standards (DEES), 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 DEES 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 statuses 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.

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Signature of School Licence Holder

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Name of School Licence Holder (please print)

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Name of Driver Training School

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Date (YYYY-MMM-DD)

Archived



## Code of Conduct and Ethics Driving Instructor

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 driving instructor 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 Education and Examination Standard (DEES), 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 DEES staff;
15. Notify Alberta Transportation of any personal charges and/or convictions of any criminal offence; and
16. Notify Alberta Transportation 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.

**NOTE: The Code of Conduct must be signed by the Driving Instructor 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.

## Authorized Licence Type

- Driving Instructor
- Senior Driving Instructor

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Signature of Instructor

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Name of Instructor (please print)

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Name of Driver Training School

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Date (YYYY-MMM-DD)

## 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.

## 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.

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Signature of Instructor

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Name of Instructor (please print)

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Class or Type of Driver Training Program

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Date (YYYY-MMM-DD)

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Name of Driver Training School





# Overview of Assessment

## Class 1 Mandatory Entry Level Training (MELT)

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, or Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Trainee's email address (optional):		Course Completion Date:

### PURPOSE

These assessment tools are intended for licensed Class 1 driving schools and entities delivering Mandatory Entry-Level Training (MELT) in Alberta. It is to assist in the assessment of the level of education, development, skills and performance of trainees participating in the Class 1 MELT Program. All driving schools must complete the assessment forms contained in this document for each trainee enrolled in the Class 1 MELT Program.

### GRADING INSTRUCTIONS

A minimum grade of 80% for classroom assessments or B (8.0 rating) for practical assessments is required to pass each module. The overall skills assessment is based on the trainee's performance and ability. The grade given at the end of each assessment will determine if required outcomes are achieved for each module. Additional training and reassessment will be required if trainees do not meet the minimum grade requirement. Trainees with more than 20 total deductions or "F" in the practical assessment will have to be reassessed.

### OVERVIEW OF RESULTS

Classroom Session	Test 1	Grade	Test 2	Grade		
Module 1 – Employment in the Trucking Industry	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 2 – Vehicle Components and Systems	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 3 – Basic Driving Techniques	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 4 – Professional Driving Habits	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 5 – Off Road Tasks and Manoeuvres	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 6 – Documents, Paperwork and Regulatory Requirements	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 7 – Vehicle Inspection Activities	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 8 – Hours of Service Compliance	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 9 – Cargo Securement and Loss Prevention	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 10 – Handling Emergencies	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Practical Session	Test 1	Grade	Test 2	Grade	Test 3	Grade
Module 2 – Vehicle Components and Systems	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 3 – Basic Driving Techniques	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 5a – Backing Procedures	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 5b – Coupling and Uncoupling Procedures	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 7a – Pre-Trip Inspection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 7b – Air Brake Inspection, En Route Inspection, Post Trip Inspection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

Instructor's Signature: \_\_\_\_\_

## Module 2 - Vehicle Components and Systems (In-yard) Class 1 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed	Overall Assessment Rating	

Failure to identify and explain the function(s) of the applicable vehicle components and systems will result in the following deduction points. Enter N/A in the applicable box if component or system is not visible or not-equipped

VEHICLE COMPONENTS AND SYSTEMS	Value key	Test 1	Test 2	Test 3
<b>Primary vehicle control</b>				
Accelerator pedal/Throttle Actuator	5			
Transmission (if visible)	5			
Clutch pedal	5			
Gear lever	5			
Steering	5			
Brake pedal	5			
Parking brake	5			
<b>Secondary vehicle control</b>				
Lights on a tractor-trailer	Stop/tail light	5		
	Back up and docking light	5		
	Turn signal lamps	5		
	Licence plate light	5		
	Hazard warning lamps	5		
	clearance lights	5		
	low beams	5		
high beams	5			
Reflector	5			
Windshield wiper/washer	5			
Defroster	5			
Air vent	5			
Air condition and heater	5			
Horn	5			
Instrumental panel	5			
Interior lamps	5			
<b>Total Points</b>				
<b>Engine</b>				
Engine block	5			
<b>Lubricating system</b>				
Power steering system (hydraulic & electric)	5			
Oil dip stick	5			
Applicable hoses and clamps	5			
Oil filter	5			
<b>Cooling system</b>				
Radiator	5			
Radiator cap	5			
Fan belt and blades	5			
<b>Air intake and exhaust systems</b>				
Exhaust system	5			
Muffler	5			
Air intake system (if visible)	5			
Turbocharger (if visible)	5			
Fails to identify the aftercooler (if visible)	5			
<b>Suspension System</b>				
Fails to identify the parking brake	5			
Suspension and frame attachments	5			
Axles	Front tractor axle	5		
	Rear tractor axle	5		
	Single axle	5		
	Tandem axle	5		
	Tridem axle	5		
Air suspension	5			
Shock absorber	5			
Drive shaft	5			
<b>Total Points</b>				
<b>A - 9.0</b>	0 - 10 total deductions implies that trainee exceeds the requirements			
<b>B - 8.0</b>	15 - 20 deductions. This implies that trainee meets the requirements			
<b>C - 6.0 - 7.0</b>	25 - 45 deductions on any task implies that trainee obtain additional practice in the trainee's weak areas before reassessment			
<b>D - 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional training before reassessment			

VEHICLE COMPONENTS AND SYSTEMS	Value key	Test 1	Test 2	Test 3
<b>Brake systems</b>				
Hydraulic brake systems (if equipped)	5			
Disc brake system	5			
Drum brake system	5			
Air brake components	Air compressor	5		
	Air tank	5		
	Air tank check valves	5		
<b>Total Points</b>				
<b>Auxiliary equipment</b>				
Fire extinguisher	5			
First aid kit (if available)	5			
Advance warning triangle	5			
<b>Electrical system</b>				
Battery and battery cable	5			
Applicable wires	5			
<b>Total Points</b>				
<b>Vehicle body and frame</b>				
Hood or Engine Enclosure	5			
Cab -vehicle body	5			
Seat	5			
Seat Belt/Occupant Restraint	5			
Fender/Mud Flap	5			
Fuel tank door and cap	5			
Doors	5			
<b>Total Points</b>				
<b>Tires and wheels</b>				
Wheel Hub	5			
Wheel Bearing	5			
Wheel/Rim	5			
Wheel Fasteners (Nuts, Bolts and Studs)	5			
<b>Couplers</b>				
Fifth wheel	5			
Trailer kingpin	5			
Landing gear	5			
<b>Total Points</b>				
<b>Applicable Gauges</b>				
Ammeter	5			
Water temperature gauge	5			
Fuel gauge	5			
Air brake pressure gauge	5			
Speedometer	5			
Odometer	5			
Thermostat	5			
Tachometer	5			
Pyrometer	5			
Voltmeter	5			
Fuel Filter gauge	5			
Engine oil temperature gauge	5			
Engine oil pressure	5			
Air cleaner/filter restriction indicator or gauge	5			
Front and rear axle temperature gauge	5			
Transmission temperature gauge	5			
Diesel Exhaust Fluid (DEF) gauge	5			
<b>Switches</b>				
Ignition Switch	5			
Door control and latch	5			
Signal controls switches	5			
Light controls and adjustments	5			
<b>Total Points</b>				
<b>TOTAL DEDUCTIONS ⇒</b>				

INSTRUCTOR'S COMMENTS:

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Driving School Name:	Instructor's Licence Number:
Instructor's Name:	Instructor's Signature

## Module 3 – Basic Driving Techniques (On-road) Class 1 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)			
Driver's Licence Number:		Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed		Overall Assessment Rating	

Section 1	Value Key	Test 1	Test 2	Test 3	Section 3 (Continued)	Value Key	Test 1	Test 2	Test 3
<b>A. Starting Procedure</b>					<b>Lesson C - Lane changing</b>				
Improper start up and warm up procedures	5				Fails to adequately check conditions in front, beside or behind	5			
Improper seat adjustment	5				Fails to notice another vehicle that may be affected by the lane change	5			
Improper use of seat belt	F				Signal is not activated/fails to deactivate signal before and after lane change	10			
Improper mirror adjustment	5				Signal not remain activated during entire lane change	10			
Improper procedure when leaving seat	10				Reduced following distance before/after changing lane	5			
Fails to chock the wheel after exiting the cab	10				Unnecessary slow down before lane change	5			
<b>TOTAL DEDUCTIONS ⇒</b>					Lane changing without adequate space	10			
<b>Section 2</b>					<b>Lesson D – Crossing Intersections</b>				
<b>B. Moving the Vehicle</b>					Fails to notice intersection				
Fails to smoothly move the vehicle from a parked position (rolls back)	5				Fails to check for traffic signs or pavement markings/failure to read them correctly	F			
Improper gear shifting/focus on gear while shifting/shifting gears while crossing railway track(s)	10				Fails to adequately check conditions in front, beside or behind	10			
Improper double clutching	5				Fails to notice/react to traffic	10			
Improper acceleration/too fast when starting/turning	5				Speed: too slow / fast	5			
Improper braking when slowing down or stopping	10				Observation: controlled / uncontrolled / passing /railway crossing	10			
Observation (potential hazards, other road users, vehicle height, weight and clearance, road signs)	5				Signs / Signals / Fails to Anticipate	10			
Fails to signal	10				Entering Street / Highway	10			
<b>TOTAL DEDUCTIONS ⇒</b>					Right-of-Way Judgement: pedestrian / other vehicle / own	F			
<b>Section 3</b>					<b>Lesson E - Turning at intersection</b>				
<b>Lesson A- Basic driving Manoeuvres (commentary driving)</b>					Signals: too soon				
Fails to conduct traffic checks	5				too late / not given / fails to cancelled after turning	10			
Fails to check blind spot/ improper use of mirror	5				Wrong Lane: before and after turning	10			
Observation	Road signage/ pavement markings	5			Turning without adequate space	5			
Fails to drive defensively	Courteous driving with other road users	5			Turn in prohibited lane				
	Managing unexpected situations	5			Position: fails to select the proper turning lane	10			
Fails to monitor the behaviour and operating condition of the vehicle	5				Improper gear selection / Clutch / Steering / Acceleration	10			
Speed: too slow / fast for conditions / exceeds posted speed limit	10				Impedes another vehicle	F			
Fails to maintain proper lane position	10				Endanger other vehicle	F			
Improper use of vehicle controls	Gear shifting	5			Steer too tight or too wide for the turn	10			
	Double clutching	5			<b>TOTAL DEDUCTIONS ⇒</b>				
Fails to maintain proper hand position	5				<b>Lesson F (1)- Entering a Highway</b>				
Fails to signal or fails to cancel signals	5				Fails to adequately check conditions in front, beside or behind	10			
Improper stopping of the vehicle	10				Fails to check for traffic signs or pavement markings/failure to read them correctly	F			
<b>TOTAL DEDUCTIONS ⇒</b>					Signals: Not activated	10			
<b>Lesson B – Driving through curves</b>					too late / /fails to cancelled				
Fails to notice curve ahead of time	5				Speed: too slow / fast/fails to adjust speed according to the prevailing condition	10			
Fails to check for signs or pavement markings, or fails to read them correctly	F				Following too closely	10			
Fails to maintain proper grip on the steering wheel	5				Improper lane position	10			
Adjusts speed too late or adjusts speed while in curve	10				Accelerate too soon or too late to blend with traffic	5			
Exceeds speed limit/advised speed	10				<b>Lesson F (2)- Exiting a Highway</b>				
Fails to keep vehicle within lane markings	10				Fails to adequately check conditions in front, beside or behind	10			
Fails to conduct traffic checks in front, beside and behind	5				Fails to check for traffic signs or pavement markings/failure to read them correctly	5			
<b>TOTAL DEDUCTIONS ⇒</b>					Signal: Not activated	10			
<b>A –9.0</b>					too late /fails to cancelled				
0 - 10 total deductions implies that trainee exceeds the requirements					Speed: too slow / fast/fails to adjust speed according to the prevailing condition				
<b>B – 8.0</b>					Following too closely				
15 - 20 deductions implies that trainee meets the requirements					Improper lane position				
<b>C- 6.0 -7.0</b>					Accelerate too soon or too late to blend with traffic				
25 - 45 deductions implies that trainee obtain additional practice in the trainee's weak areas before reassessment					<b>Lesson F (2)- Exiting a Highway</b>				
<b>D - 4.0-5.0</b>					Fails to adequately check conditions in front, beside or behind				
50 or more deductions suggests trainee obtain additional training before reassessment					Fails to check for traffic signs or pavement markings/failure to read them correctly				
Driving School Name		Instructor's Licence Number			Signal: Not activated		10		
Instructor's Name		Instructor's Signature			too late /fails to cancelled		5		
INSTRUCTOR'S COMMENTS:					Speed: too slow / fast/fails to adjust speed according to the prevailing condition		10		
					Following too closely		10		
					Improper lane position		10		
					Accelerate too soon or too late to blend with traffic		5		
					<b>TOTAL DEDUCTIONS ⇒</b>				

## Module 5 – Off-Road Manoeuvres (In-Yard)- Backing Procedures Class 1 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed		Overall Assessment Rating:

Straight-line Backing	Value Key	Test 1	Test 2	Test 3	90-degree Alley-Dock Backing (Blind side)	Value Key	Test 1	Test 2	Test 3
Fails to check mirror set up	10				Fails to check mirror set up	10			
Fails to get vehicle into a good position to start backing	5				Fails to get vehicle into a good position to start backing	5			
Fails to get out and check path before backing	10				Fails to get out and check path before backing	10			
Fails to open windows and activate flashers	5				Fails to open windows and activate flashers	5			
Fails to silence audio system	5				Fails to silence audio system	5			
Fails to sound horn	5				Fails to sound horn	5			
Drives backward too quickly or too slowly	5				Drives backward too quickly or too slowly	5			
Fails to get out of vehicle when it is necessary	10				Pulls up more than twice to align it during to complete maneuver	5			
Fails to notice or respond to a signal to stop					Fails to get out of vehicle when it is necessary	10			
Part of the vehicle is not within the manoeuver space	10				Fails to notice or respond to a signal to stop	10			
Stopping distance is too far from designated spot	5				Part of the vehicle is not within the manoeuver space	10			
Hits the dock hard	5				Stopping distance is too far from designated spot	5			
Completes backing in more than 10 minutes	10				Hits the dock hard	5			
<b>TOTAL DEDUCTIONS ⇒</b>					<b>TOTAL DEDUCTIONS ⇒</b>				
90-degree Alley-Dock Backing (Clear side)	Value Key	Test 1	Test 2	Test 3	Parallel Parking (Clear side)	Value Key	Test 1	Test 2	Test 3
Fails to check mirror set up	10				Fails to check mirror set up	10			
Fails to get vehicle into a good position to start backing	5				Fails to get vehicle into a good position to start backing	5			
Fails to get out and check path before backing	10				Fails to get out and check path before backing	10			
Fails to open windows and activate flashers	5				Fails to open windows and activate flashers	5			
Fails to silence audio system	5				Fails to silence audio system	5			
Fails to sound horn	5				Fails to sound horn	5			
Drives backward too quickly or too slowly	5				Drives backward too quickly or too slowly	5			
Pulls up more than twice to align it during to complete maneuver	5				Pulls up more than once to align the vehicle during to complete maneuver	5			
Fails to get out of vehicle when it is necessary	10				Fails to get out of vehicle when it is necessary	10			
Fails to notice or respond to a signal to stop	10				Fails to notice or respond to a signal to stop	10			
Part of the vehicle is not within the manoeuver space	10				Part of the vehicle is not within the manoeuver space	10			
Stopping distance is too far from designated spot	5				Stopping distance is too far from designated spot	5			
Hits the dock hard	5				Hits the dock hard	5			
Completes backing in more than 10 minutes	10				Completes backing in more than 10 minutes	10			
<b>TOTAL DEDUCTIONS ⇒</b>					<b>TOTAL DEDUCTIONS ⇒</b>				
Parallel Parking (Blind side)	Value Key	Test 1	Test 2	Test 3					
Fails to check mirror set up	10								
Fails to get vehicle into a good position to start backing	5								
Fails to get out and check path before backing	10								
Fails to open windows and activate flashers	5								
Fails to silence audio system	5								
Fails to sound horn	5								
Drives backward too quickly or too slowly	5								
Pulls up more than once to align the vehicle during to complete maneuver	5								
Fails to get out of vehicle when it is necessary	10								
Fails to notice or respond to a signal to stop	10								
Part of the vehicle is not within the manoeuver space	10								
Stopping distance is too far from designated spot	5								
Hits the dock hard	5								
Completes backing in more than 10 minutes	10								
<b>TOTAL DEDUCTIONS ⇒</b>									
<b>A – 9.0</b>		0 - 10 total deductions implies that trainee exceeds the requirements							
<b>B – 8.0</b>		15 - 20 deductions implies that trainee meets the requirements							
<b>C - 6.0 -7.0</b>		25 - 45 deductions implies that trainee obtain additional practice in the trainee's weak areas before reassessment							
<b>D - 4.0-5.0</b>		50 or more deductions suggests trainee obtain additional training before reassessment							
Driving School Name		Instructor's Licence Number							
Instructor's Name		Instructor's Signature							
INSTRUCTOR'S COMMENTS:									

## Module 5 – Off-Road Manoeuvres (In-yard) -Coupling and Uncoupling Procedures

### Class 1 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed		Overall Assessment Rating

Failure to demonstrate the following coupling and uncoupling procedures will result in the following deduction points

Coupling a tractor-trailer	Value Key	Test 1	Test 2	Test 3	Uncoupling a tractor-trailer	Value Key	Test 1	Test 2	Test 3
Fails to inspect the yard for potential hazards	10				Fails to select suitable location for uncoupling	10			
<b>Securing the tractor and the trailer</b>					<b>Securing the tractor and trailer</b>				
Fails to confirm transmission is in neutral	10				Fails to park the tractor-trailer in a straight line	10			
Fails to confirm tractor parking brakes are applied	10				Fails to secure the tractor with parking brake	10			
Fails to chock the wheels of the trailer	10				Fails to secure the trailer with trailer brakes	10			
<b>Inspection procedures before coupling</b>					<b>Lower Landing gear</b>				
Fails to inspect the condition of the fifth wheel and the fifth wheel jaws	10				Fails to place supports under the landing gear when ground condition is soft	10			
Fails to inspect the air and electrical lines	10				Lowers the landing gear so far that the trailer is raised from the fifth wheel	10			
Fails to inspect the kingpin and apron	10				Fails to place landing gear handle into storage location	5			
<b>Alignment of the tractor to the trailer</b>					<b>Removing air and electrical connections</b>				
Fails to release tractor parking brakes	5				Fails to disconnect one or more lines	10			
Fails to reverse in an idle speed	5				<b>Disengage the fifth wheel</b>				
Fails to use mirrors while reversing	10				Fails to disengage the fifth wheel	10			
Fails to stop when fifth wheel contacts the trailer apron	10				Fails to release the tractor's parking brake	10			
Fails to place transmission in neutral	10				Drives forward too little or too far	5			
Fails to apply tractor parking brake	10				<b>Disengage the fifth wheel with suspension pump (optional)</b>				
Fails to position the tractor in the correct distance from the trailer	10				Drives forward too quickly	5			
Fails to align the tractor with the trailer.	10				Fails to drop the suspension	5			
Fails to set trailer height correctly	10				Fails to stop when tractor frame is still under trailer	5			
Fails to adjust trailer height using landing gear	5				<b>Confirm stability of trailer</b>				
<b>Latch the fifth wheel</b>					<b>Total Points</b>				
Fails to reverse slowly	5				<b>TOTAL DEDUCTIONS</b> →				
Fails to monitor the trailer's position using mirrors	5				<b>A -9.0</b>	0 - 10 total deductions implies that trainee exceeds the requirements			
Fails to engage fifth wheel	10				<b>B - 8.0</b>	15 - 20 deductions implies that trainee meets the requirements			
<b>Tug test</b>					<b>C - 6.0 -7.0</b>				
Fails to test that the fifth wheel is locked	10				<b>D - 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional training before reassessment			
Fails to place transmission in neutral	10				Driving School Name:	Instructor's Licence Number:			
Fails to secure the unit by apply the brakes	10				Instructor's Name:	Instructor's Signature			
<b>Confirm the fifth wheel is locked</b>									
Fails to exit the vehicle to visually check the release handle position	10								
Fails to visually check that the fifth wheel properly secured around the trailer king pin.	10								
<b>Connect air and electrical lines</b>									
Fails to connect the air and electrical lines properly	10								
<b>Raise landing gear</b>									
Fails to raise the trailer landing gear fully	10								
Fails to stow landing gear handle properly	5								
<b>Supply air check</b>									
Fails to supply air to the trailer system	10								
Fails to check for normal air pressure	10								
Fails to get air pressure into normal operating range raise air pressure to normal operating range when required	5								
Fails set tractor and trailer brakes when exiting the vehicle	5								
<b>Brake tests</b>									
Fails to remove wheel chocks	5								
Fails to test brakes properly	10								
<b>Total points</b>									

INSTRUCTOR'S COMMENTS:

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Driving School Name:	Instructor's Licence Number:
Instructor's Name:	Instructor's Signature

## Module 7 - Pre-Trip Inspection Report Class 1 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)			
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date	
Date Successfully Completed			Overall Assessment Rating

Failure to demonstrate the pre-trip inspections will result in the following deduction points

A. UNDER THE HOOD	Value Key	Test 1	Test 2	Test 3
Oil Level	5			
Coolant Level	5			
Fan Belt	5			
Hoses	5			
Wire Connections	5			
General Appearance (no undue oil /grease /coolant)	5			
Washer Fluid	5			
Power Steering / Brake Fluid	5			
Steering mechanism				
Transmission fluid	5			
Air compressor	5			
<b>Total Points</b>				
B. ENGINE START-UP AND INTERIOR INSPECTION	Value Key	Test 1	Test 2	Test 3
Improper Entering/Exiting the Tractor	5			
Improper Seat Adjustment	5			
Locate and Adjust Seat Belts	5			
Improper Mirror Adjustment	10			
Steering	10			
Horn/Backing Alarm	10			
Defroster / Heater / Wipers / Fluid	5			
Wiper and Washer Control /Wiper Blades	5			
Light indicator	5			
Brake / Parking Brake / Clutch	10			
Hand Throttle and Accelerator Pedal	5			
Vehicle Documentation/CVIP	5			
Improper Engine Start-Up Procedure	5			
Vacuum or Air Pressure Gauge	5			
Oil Pressure Warning Light / Gauge	5			
Service Brake Warning Light	5			
Alternator / Generator Warning Light	5			
Ammeter (if applicable)	5			
Water Temperature Gauge / Light	5			
Fuel Gauge / Mileage	5			
Radio Equipment	5			
Air Brake System	10			
Emergency or park brake				
Air warning system	5			
<b>Total Points</b>				

C. EXTERIOR INSPECTION (driver and passenger sides)	Value Key	Test 1	Test 2	Test 3
Windshield / Mirrors / Front Windows	5			
Advance Warning Triangles	5			
Fire Extinguisher (if applicable)	5			
First Aid Kit (iff applicable)	5			
Inspection Decal	5			
Handrail/ Steps	5			
Battery	5			
Air Lines	5			
Exhaust System (pipes, tailpipes/muffler/heat shield)	5			
General Appearance	5			
Wheels/Axles/Axle Assemblies	5			
Fifth Wheel/Locking Pin/Locking Jaws/Coupler Bolt	10			
Hub oil/wheel seal	10			
Drive shaft	5			
Tires	10			
Fuel Tanks/Fuel Cap/Fuel System Lines	10			
Suspension/Torsion Bars/Shock Absorber	5			
Landing Gear	5			
Under the Tractor-trailer (General Appearance)	5			
Licence Plate	5			
Doors/Gates	5			
Mud Flaps	5			
Cargo Securement System (Applicable Vehicle Structure/Load Securement Device/Anchor Points)	10			
<b>Total Points</b>				
D. OUTSIDE LIGHT AND SIGNAL CHECK	Value Key	Test 1	Test 2	Test 3
Turn Signals	10			
Reflective Tape (Sides 50%, Rear – 100%)	10			
Trailer Cross-Members And Floor	5			
Clearance And Marker Lights	5			
Backing and Docking Lights	10			
Brake Lights	10			
Hazard Warning Lights	10			
<b>Total Points</b>				
<b>TOTAL DEDUCTIONS ⇒</b>				
<b>A – 9.0</b>	0 - 10 deductions implies that student exceeds the requirements			
<b>B – 8.0</b>	15 - 20 deductions implies that student meets the requirements			
<b>C- 6.0 -7.0</b>	25 - 45 deductions implies that trainee obtain additional practice in the trainee's weak areas before reassessment			
<b>D – 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional training before reassessment			
Driving School Name:		Instructor's Licence Number:		
Instructor's Name:		Instructor's Signature		

INSTRUCTOR'S COMMENTS:

Trainee's Name (Last, First, Second)

**Module 7 – Inspection Activities – Air Brake Inspection, En Route Inspection, Post-Trip Inspection  
Class 1 Mandatory Entry Level Training**

Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed		Overall Assessment Rating

Failure to demonstrate the air brake, en route and post-trip inspections will result in the following deduction points

AIR BRAKE INSPECTION	Value Key	Test 1	Test 2	Test 3
<b>Step 1 (Start of Inspection)</b>				
Fails to chock the wheel with the vehicle on level ground	5			
Fails to properly perform visual inspection of air brake components	5			
<b>Total Points</b>				
<b>Step 2 (Tractor Protection System)</b>				
Fails to leave the engine off	5			
Fails to push the trailer air supply valve and pull the park control valve	5			
Fails to disconnect the air lines	5			
Fails to apply and hold the foot or hand valve	5			
<b>Step 3 (Park Control Valve)</b>				
Fails to push park control valve (yellow button)	5			
Fails to pump the foot valve	5			
Fails to reconnect the air lines	5			
<b>Total Points</b>				
<b>Step 4 (Supply Circuit)</b>				
Fails to start the engine and allow to run at fast idle around 1200 RPM	5			
Fails to perform compressor build-up test:50 to 90 PSI (345 to 621) within 3 minutes	5			
Fails to build air pressure to system maximum	5			
Fails to confirm governor cut-out at 120-135 PSI (828-931kPa)	5			
Fails to pump service brake to reduce air pressure until governor cuts in	5			
Fails to confirm cut-in is 20 – 25 PSI (138 – 172 kPa) less than cut-out pressure	5			
<b>Total Points</b>				
<b>Step 5 (Air System Leaks)</b>				
Fails to push park control valve and rebuild air pressure	5			
Fails to turn off engine	5			
Fails to apply and firmly hold full service brake application for 2 minutes	5			
Fails to release service brake application	5			
Fails to reapply spring park brakes (if applicable)	5			
<b>Total Points</b>				
<b>Step 6 (Service Brake Response)</b>				
Fails to remove wheel chocks	5			
Fails to release spring brake (if applicable)	5			
Fails to perform a brake response test using the foot valve and trailer hand valve	5			
Fails to apply parking brake to check response	5			
<b>Total Points</b>				
<b>TOTAL DEDUCTIONS ⇒</b>				

EN ROUTE INSPECTION	Value Key	Test 1	Test 2	Test 3
<b>Exterior Inspection</b>				
Vehicle not parked off-road/vehicle position	10			
Stopping at the bottom of a hill /uphill slope	10			
Fails to check cleanliness / working condition of lights	5			
Fails to check for air leak	10			
Fails to secure the wheels	10			
Fails to check cargo/ securement devices	10			
Fails to inspect the tires	10			
Fails to inspect the coupling devices	10			
Fails to check dangerous good placards (if applicable)	5			
Fails to check the brakes	10			
<b>Total Points</b>				
<b>POST-TRIP INSPECTION</b>				
<b>Parking the vehicle</b>				
Improper parking procedure	5			
Fails to check fuel level	5			
Fails to turn off all lights/fans/heater/AC	5			
Fails to shut down the engine and turn off master switch	5			
Fails to secure the vehicle	10			
<b>Total Points</b>				
<b>Exterior Inspection</b>				
Fails to check vehicle body condition	5			
Fails to check exterior lights	5			
Fails to check suspension/wheels/tire pressure	10			
Fails to check for fuel cap/mud flap/ leaks	5			
<b>Total Points</b>				
<b>Interior Inspection</b>				
Fails to check that the vehicle floor is clean	5			
Fails to inspect the seats/seat belts	5			
Fails to close the window	5			
Fails to complete log book	10			
<b>Total Points</b>				
<b>TOTAL DEDUCTIONS ⇒</b>				
<b>A – 9.0</b>	0 - 10 total deductions on any task implies that student exceeds the requirements			
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements			
<b>C- 6.0 -7.0</b>	25 - 45 total deductions on any task implies that trainee requires additional practice before reassessment			
<b>D – 4.0-5.0</b>	50 or more total deductions on any task suggests trainee requires additional training before reassessment			
Driving School Name		Instructor's Licence Number		
Instructor's Name		Instructor's Signature		

INSTRUCTOR'S COMMENTS:







## Overview of Assessment Class 2 Mandatory Entry Level Training (MELT)

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, or Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Trainee's email address (optional):		Course Completion Date:

### PURPOSE

These assessment tools are intended for licensed Class 2 driving schools and entities delivering Mandatory Entry-Level Training (MELT) in Alberta. It is to assist in the assessment of the level of education, development, skills, and performance of trainees participating in the Class 2 MELT Program. All driving schools must complete the assessment forms contained in this document for each trainee enrolled in the Class 2 MELT Program.

### GRADING INSTRUCTIONS

A minimum grade of 80% for classroom assessments or B (8.0 rating) for practical assessments is required to pass each module. The overall skills assessment is based on the trainee's performance and ability. The grade given at the end of each assessment will determine if required outcomes are achieved for each module. Additional training and reassessment will be required if trainees do not meet the minimum grade requirement. Trainees with more than 20 total deductions or "F" in the practical assessment will have will have be reassessed.

### OVERVIEW OF RESULTS

Classroom Session	Test 1	Grade	Test 2	Grade		
Module 1 – Employment in the Busing Industry	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 2 – Vehicle Components and Inspection Activities	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 3 – Basic Driving Techniques	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 4 – Professional Driving Habits	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 5 – Off Road Tasks and Manoeuvres	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 6 – Documents, Paperwork and Regulatory Requirements	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 7 – Hours of Service Compliance	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 8 – Passenger Management, Loading, Unloading and Transporting Passengers	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 9 – Handling Emergencies	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Practical Session	Test 1	Grade	Test 2	Grade	Test 3	Grade
Module 2 – Vehicle Components and Systems	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 2 – Pre-Trip Inspection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 2 – Air Brake Inspection, En Route Inspection, Post Trip Inspection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 3 – Basic Driving Techniques	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 4 – Hazard Awareness Skills	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 4 – Driving and Parking on Grades	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 5 – Backing Procedures	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 8 – Loading / Unloading Passengers	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 9 – Emergency Evacuation Procedures	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

Instructor's Signature: \_\_\_\_\_

## Module 2 – Vehicle Components and Systems Class 2 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed	Overall assessment rating	

Failure to identify and explain the applicable function(s) of the following vehicle components and systems will result in the following deduction points. If the components and systems do not apply, specify 'N/A'.

VEHICLE COMPONENTS AND SYSTEMS	Value key	Test 1	Test 2	Test 3
<b>Primary Vehicle Control</b>				
Accelerator pedal / Throttle actuator	5			
Gear lever	5			
Power steering	5			
Brake pedal / Actuator	5			
Parking brake	5			
<b>Secondary Vehicle Control</b>				
Lights on a bus	Stop/tail light	5		
	Back up light	5		
	Turn signal lamp	5		
	Licence plate light	5		
	Hazard warning lamps	5		
	Clearance lights	5		
	Low beams	5		
High beams	5			
Reflex reflector	5			
Retro-Reflective Marking	5			
Windshield wiper/washer	5			
Defroster	5			
Air vent	5			
Air conditioner and heater	5			
Horn	5			
Instrumental panel	5			
Interior lamps (incl. step well)	5			
<b>Total Points</b>				
<b>Lubricating System</b>				
Oil dip stick	5			
Applicable hoses and clamps	5			
Oil filter	5			
<b>Cooling System</b>				
Radiator	5			
Radiator cap	5			
Fan belt and blades	5			
Exhaust system	5			
Muffler	5			
<b>Air Intake and Exhaust Systems</b>				
Exhaust system	5			
Muffler	5			
Air intake system (if visible)	5			
Turbocharger (if visible)	5			
<b>Suspension System</b>				
Suspension and frame attachments	5			
Axles	Front axle	5		
	Rear axle	5		
Air suspension	5			
Shock absorber	5			
Drive shaft	5			
<b>Total Points</b>				
<b>A – 9.0</b>	0 - 10 total deductions on any task implies that student exceeds the requirements			
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements			
<b>C- 6.0 -7.0</b>	25 - 45 total deductions on any task implies that trainee obtain additional practice in the trainee's weak areas before reassessment			
<b>D - 4.0-5.0</b>	50 or more total deductions on any task suggests trainee obtain additional training from a licenced driver training school			

VEHICLE COMPONENTS AND SYSTEMS	Value key	Test 1	Test 2	Test 3
<b>Brake Systems</b>				
Hydraulic brake system	5			
Air Brake	Air compressor	5		
	Air tank	5		
<b>Total Points</b>				
<b>Auxiliary Equipment</b>				
Fire extinguisher	5			
First aid kit	5			
Advance warning triangle	5			
Overhead hatches	5			
<b>Electrical System</b>				
Battery and battery cable	5			
Wires	5			
<b>Total Points</b>				
<b>Vehicle Body and Frame</b>				
Hood or Engine Enclosure	5			
Bus - Vehicle body	5			
Seat	5			
Seat Belt/Occupant Restraint	5			
Fender/Mud Flap	5			
Fuel tank door and cap	5			
Doors	5			
<b>Total Points</b>				
<b>Tires and Wheels</b>				
Tire	5			
Wheel hub	5			
Wheel bearing	5			
Wheel/Rim	5			
Wheel fasteners (Nuts, Bolts and Studs)	5			
<b>Total Points</b>				
<b>Gauges</b>				
Ammeter	5			
Water temperature gauge	5			
Fuel gauge	5			
Air brake pressure gauge	5			
Speedometer	5			
Odometer	5			
Thermostat	5			
Diesel Exhaust Fluid (DEF) gauge	5			
<b>Switches</b>				
Ignition switch	5			
Door control and latch	5			
Signal controls switches	5			
Light controls and adjustments	5			
<b>Total Points</b>				
<b>Total Deductions</b>				
Driving School Name:		Instructor's Licence Number:		
Instructor's Name:		Instructor's Signature		

Instructor's Comments:

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## Module 2 – Inspection Activities – Air Brake Inspection – En Route Inspection – Post Trip Inspection Class 2 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed	Overall assessment rating	

Failure to demonstrate the air brake inspection will result in the following deduction points

AIR BRAKE INSPECTION	Value Key	Test 1	Test 2	Test 3
<b>Step 1 (Start of Inspection)</b>				
Fails to leave the engine off with the key in the 'run' position	5			
Fails to chock the wheel with the vehicle on level ground	5			
Fails to properly perform visual inspection of air brake components	5			
<b>Total Points</b>				
<b>Step 2 (Park Control Value)</b>				
Fails to push park control valve (yellow button)	5			
Fails to pump the foot valve	5			
Low air pressure warning: lower / higher than 60 PSI (41kPa)	5			
Fails to 'pop out' park control valve at 20 – 45 PSI (138kPa – 311 kPa)	5			
<b>Total Points</b>				
<b>Step 3 (Supply Circuit)</b>				
Fails to start the engine and run at fast idle around 1200 RPM	5			
Compressor build-up test: lower / higher than 50 to 90 PSI (345 to 621)	5			
Fails to perform compressor build-up test within 3 minutes	5			
Low air pressure warning: lower / higher than 60 PSI (41kPa)	5			
Fails to build air pressure to system maximum	5			
Fails to confirm governor cut-out at 120-135 PSI (828-931kPa)	5			
Fails to pump service brake to reduce air pressure until governor cuts in	5			
Fails to confirm cut-in is 20 – 25 PSI (138 – 172 kPa) less than cut-out pressure	5			
<b>Total Points</b>				
<b>Step 4 (Air System Leaks)</b>				
Fails to push park control valve and rebuild air pressure	5			
Fails to turn off engine	5			
Fails to apply and firmly hold full service brake application for 2 minutes	5			
Maximum 4 PSI (28 kPa) loss per service circuit, after the system stabilizes	5			
Fails to release service brake application	5			
Fails to reapply spring park brakes	5			
<b>Total Points</b>				
<b>Step 5 (Service Brake Response)</b>				
Fails to remove wheel chocks	5			
Fails to move forward at approximately 5kph	5			
Fails to make a hard brake application to check response	5			
Fails to check excessive steering wheel brake response	5			
Fails to move forward again	5			
Fails to apply parking brake to check response	5			
<b>Total Points</b>				

EN ROUTE INSPECTION	Value Key	Test 1	Test 2	Test 3
<b>Exterior Inspection</b>				
Fails to check cleanliness / working condition of lights	5			
Fails to check for fluid leaks	10			
Fails to check securement of wheels	10			
Fails to inspect the tires	10			
Fails to check brake adjustment	10			
<b>Total Points</b>				
<b>POST-TRIP INSPECTION</b>				
<b>Exterior Inspection</b>				
Fails to check bus condition	5			
Fails to turn off all lights	5			
Fails to check springs	5			
Fails to inspect the tires	5			
Fails to check securement of mud flaps	5			
Fails to check securement of fuel cap	5			
Fails to check for leaks	5			
<b>Total Points</b>				
<b>Interior Inspection</b>				
Passengers remaining on board	5			
Items left on the bus	5			
Fails to check cleanliness of bus	5			
Fails to check for damage to interior	5			
Windows left open	5			
Fails to turn off lights / switches	5			
Fails to check fuel level	5			
<b>Total Points</b>				
<b>Completion of Post-Trip Inspection</b>				
Fails to drain moisture from air auxiliary tank (open valve for 5-10 seconds)	5			
Fails to drain moisture from wet tank	5			
Fails to shut down engine	5			
Fails to turn off master switch (if applicable)	5			
Fails to complete log book	10			
<b>Total Points</b>				
<b>Total Deductions</b>				

<b>A – 9.0</b>	0 - 10 total deductions on any task implies that student exceeds the requirements
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements
<b>C- 6.0 -7.0</b>	25- 45 total deductions on any task implies that trainee requires additional practice before reassessment
<b>D – 4.0-5.0</b>	50 or more total deductions on any task suggests trainee requires additional training before reassessment
Driving School Name	Instructor's Licence Number
Instructor's Name	Instructor's Signature

Instructor's Comments:

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## Module 3 – Basic Driving Techniques

### Class 2 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed	Overall assessment rating	

Failure to demonstrate the basic driving techniques will result in the following deduction points. Each section must be fully completed prior to moving onto the next section.

SECTION 1	Value Key	Test 1	Test 2	Test 3	SECTION 3	Value Key	Test 1	Test 2	Test 3
<b>Start up/Warm up Procedure</b>					<b>B. Curves</b>				
Improper start up and warm up procedures	5				Fails to notice curve ahead of time	5			
Improper seat adjustment	5				Fails to check for signs or pavement markings, or fails to read them correctly	5			
Improper use of seat belt	F				Fails to maintain proper grip on the steering wheel	5			
Improper mirror adjustment	5				Speed: Entering/during/exiting curve	10			
Improper procedure when leaving seat	5				Exceeds speed limit	F			
Fails set parking brake before exiting the bus	10				Lane Position	10			
<b>Total Deductions</b>					Traffic checks: front/beside/behind	5			
<b>SECTION 2</b>					<b>Total Deductions</b>				
<b>A. Moving the Vehicle</b>					<b>C. Lane Changes</b>				
Fails to smoothly move the vehicle from a parked position	10				Fails to adequately check conditions in front, beside or behind	5			
Improper acceleration-abrupt acceleration	5				Fails to notice another vehicle that must be monitored or may be affected by the lane change	5			
Improper braking when slowing down or stopping	10				Signals: not given/cancelled	10			
Observation (potential hazards, other road users, vehicle height, weight and clearance, road signs)	5				Improper following distance before/after lane change	5			
<b>Total Deductions</b>					Lane changing without adequate space	10			
<b>B. Stopping at Controlled Railways</b>					Impedes another vehicle				
Fails to slow down bus	10				Endangered other vehicle	F			
Requests passengers be quiet/turn off heaters, fans, radio	5				Lane changing in intersections, near crosswalk or railway crossing	F			
Fails to open door / window / observation	10				Too quick/too slow lane change	5			
Distance from closest track (5-15m)	10				Exceeds speed limit	F			
Fails to apply parking brake	10				<b>Total Deductions</b>				
Observation: listen / look both directions	10				<b>D. Crossing Intersections</b>				
Fails to periodically check mirrors	10				Approach too fast	5			
Fails to release parking brake	5				Observation: uncontrolled/controlled/passing	5			
Door: proceeds when open	10				Signs/Signals/Fails to anticipate	10			
Fails to proceed quickly and smoothly	5				Right of way judgement: pedestrian/other vehicle/own	F			
<b>Total Deductions</b>					Position: too far back/blocks crosswalk/intersection	5			
<b>SECTION 3</b>					<b>Total Deductions</b>				
<b>A. Basic Driving Manoeuvres (Commentary Drive)</b>					<b>E. Turning at Intersections</b>				
Fails to conduct traffic checks	5				Wrong lane: before/after	5			
Fails to check blind spot/ improper use of mirror	5				Signals: Not given/too soon/ too late/cancelled	10			
Fails to observe road conditions	5				Fails to maintain proper grip on the steering wheel	5			
Observation: blind spots/mirrors/ instrument panel	5				Traffic checks: front (left centre/right)/beside/behind	5			
Fails to drive courteously with other road users	5				Lane position: fails to enter/enters/angles left	10			
Fails to manage unexpected situations	5				Cuts corner: turns wide left/right	10			
Speed: too slow / fast for conditions / exceeds	10				Inappropriate acceleration/speed	10			
Road Position: straddles/crowds/stop/follow/pass	5				<b>Total Deductions</b>				
Observation: Road signage/ pavement markings	5				<b>F. Entering and Exiting a Highway</b>				
Fails to operate vehicle controls smoothly	5				Traffic checks: front/beside/behind	5			
Improper two-handed grip on steering wheel	5				Speed: too slow/fast for conditions	10			
Fails to smoothly stop the vehicle	10				Observations: signs/pavement markings	5			
<b>Total Deductions</b>					Right of way judgement: other vehicle/own	F			
<b>A – 9.0</b>	0 - 10 total deductions on any task implies that student exceeds the requirements				Manages following distance	10			
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements				Signals: Not given/cancelled	10			
<b>C- 6.0 -7.0</b>	25- 45 total deductions on any task implies that trainee requires additional practice before reassessment				<b>Total Deductions</b>				
<b>D – 4.0-5.0</b>	50 or more total deductions on any task suggests trainee requires additional training before reassessment								
Driving School Name		Instructor's Licence Number							
Instructor's Name		Instructor's Signature							

Instructor's Comments:

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## Module 4 – Professional Driving Habits Class 2 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed	Overall assessment rating	

Failure to identify hazards and demonstrate the use of defensive driving skills will result in the following deduction points

HAZARD AWARENESS (Commentary Drive)	Value key	Test 1	Test 2	Test 3
<b>Pedestrians</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Cyclists</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Motorcyclists</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Parked vehicles</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Traffic Awareness	5			
<b>Total Points</b>				

HAZARD AWARENESS (Commentary Drive)	Value key	Test 1	Test 2	Test 3
<b>Intersections</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Driving in Blind Zones</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Passing in Blind Zones</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Being Passed in Blind Zones</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Total Deductions</b>				

<b>A – 9.0</b>	0 - 10 total deductions on any task implies that student exceeds the requirements
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements
<b>C- 6.0 -7.0</b>	25- 45 total deductions on any task implies that trainee requires additional practice before reassessment
<b>D – 4.0-5.0</b>	50 or more total deductions on any task suggests trainee requires additional training before reassessment
Driving School Name	Instructor's Licence Number
Instructor's Name	Instructor's Signature

Instructor's Comments:

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## Module 4 – Professional Driving Habits Class 2 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed	Overall Assessment Rating:	

Failure to demonstrate driving and parking on grades will result in the following deduction points

DRIVING ON GRADES AND HILL PARKING	Value key	Test 1	Test 2	Test 3
<b>Driving on Grades</b>				
Speed: Too fast / Too slow	10			
Fails to scan instrumental panel to observe engine temperature, oil pressure and air pressure	5			
Fails to use a moderated or intermittent braking action on downgrades	10			
Incorrect application of service brakes	10			
Incorrect application of air brakes (if equipped)	5			
<b>Total Points</b>				
<b>Stopping on Hills</b>				
Fails to check for traffic before pulling over to curb or edge of road	10			
Fails to reduce speed	5			
Fails to apply brakes in a gradual manner	10			
Fails to turn wheels toward curb on a downgrade	10			
Fails to turn wheel away curb on an upgrade	10			
Turns steering wheel in wrong direction	5			
Position: rear wheel more than 50 cm from the curb	10			
Fails to apply park brake	10			
Fails to turn off ignition	5			
Hits curb hard	10			
Climbs curb	F			
<b>Total Points</b>				
<b>Starting on Hills</b>				
Fails to release park brake / Re-engages park brake if bus rolls back	5			
Fails to use accelerator to find right level of control	5			
Fails to use signals	10			
Fails to shoulder check	10			
Fails to check if roadway is clear	10			
Fails to pull away in a smooth manner	5			
<b>Total points</b>				
<b>Total Deductions</b>				

<b>A – 9.0</b>	0 – 10 total deductions on any task implies that student exceeds the requirements
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements
<b>C- 6.0 -7.0</b>	25- 45 total deductions on any task implies that trainee requires additional practice before reassessment
<b>D – 4.0-5.0</b>	50 or more total deductions on any task suggests trainee requires additional training before reassessment
Driving School Name	Instructor's Licence Number
Instructor's Name	Instructor's Signature

Instructor's Comments:

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## Module 5 – Off-Road Manoeuvres (In-Yard)- Backing Procedures Class 2 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed		Overall assessment Rating

Failure to demonstrate the backing manoeuvres will result in the following deduction points. Each backing manoeuvre must be fully completed prior to moving onto the next manoeuvre.

STRAIGHT-LINE BACKING	Value Key	Test 1	Test 2	Test 3
Fails to check mirrors	10			
Fails to get vehicle into a good position to start backing	5			
Fails to activate hazard lights/secure bus	5			
Fails to examine backing space/bus position prior to backing	10			
Noise reduction: open windows/ turn off radio and fans/passengers	5			
Fails to sound horn	5			
Speed: too quick/slow	10			
Observation: fails to stop reversing or get out of vehicle when necessary	10			
Position: during/completion	5			
Completes backing in more than 10 minutes	10			
<b>Total Deductions</b>				
PARALLEL PARKING				
Driver Side				
Fails to check mirrors	10			
Fails to get vehicle into a good position to start backing	5			
Fails to activate flashers/secure bus	5			
Fails to examine backing space/bus position prior to backing	10			
Noise reduction: open windows/ turn off radio and fans/passengers	5			
Fails to sound horn	5			
Speed: too quick/slow	10			
Pulls up more than once to align it during to complete maneuver	5			
Observation: fails to stop reversing or get out of vehicle when necessary	10			
Position: over 1 metre	10			
Completes backing in more than 10 minutes	10			
PARALLEL PARKING				
Passenger Side				
Fails to check mirrors	10			
Fails to get vehicle into a good position to start backing	5			
Fails to activate flashers/secure bus	5			
Fails to examine backing space/bus position prior to backing	10			
Noise reduction: open windows/ turn off radio and fans/passengers	5			
Fails to sound horn	5			
Speed: too quick/slow	10			
Pulls up more than once to align it during to complete maneuver	5			
Observation: fails to stop reversing or get out of vehicle when necessary	10			
Position: over 1 metre	10			
Completes backing in more than 10 minutes	10			
<b>Total Deductions</b>				

COUNTRY TURNAROUND	Value Key	Test 1	Test 2	Test 3
Passenger Side				
Fails to check mirrors/ shoulder check	10			
Judgement: fails to anticipate enough time/space for turnaround	10			
Starting position: bus 1-1.5 metres from curb/1 metre ahead of side road	10			
Signals/Warning lights: not given/cancelled	5			
Noise reduction: turn off radio and fans/passengers	5			
Fails to sound horn	5			
Speed: too quick/slow	10			
Position during: failure to reverse into side road/ blocks intersection or crosswalk while on side road	5			
Right of way judgement: other vehicle/own/pedestrian	F			
Completes backing in more than 10 minutes	10			
COUNTRY TURNAROUND	Value Key	Test 1	Test 2	Test 3
Driver Side				
Wrong lane: before/after turn	10			
Signals: Not given/too soon/ too late/cancelled	5			
Fails to check mirrors/ shoulder check	10			
Activate warning lights	5			
Sounds horn	5			
Judgement: fails to anticipate enough time/space for turnaround	10			
Noise reduction: turn off radio and fans/passengers	5			
Speed: too quick/slow	10			
Position during: failure to reverse into correct lane	5			
Right of way judgement: other vehicle/own/pedestrian	F			
<b>Total Deductions</b>				

<b>A – 9.0</b>	0 - 10 total deductions on any task implies that student exceeds the requirements
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements
<b>C- 6.0 -7.0</b>	25- 45 total deductions on any task implies that trainee requires additional practice before reassessment
<b>D – 4.0-5.0</b>	50 or more total deductions on any task suggests trainee requires additional training before reassessment
Driving School Name	Instructor's Licence Number
Instructor's Name	Instructor's Signature

Instructor's Comments:

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## Module 8 – Passenger Management, Loading, Unloading, and Transporting Passengers Class 2 Mandatory Entry Level Training

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Date Successfully Completed		Overall assessment Rating

Failure to demonstrate loading and unloading procedures will result in the following deduction points

LOADING / UNLOADING PASSENGERS	Value Key	Test 1	Test 2	Test 3
<b>Starting / Stopping</b>				
Fails to observe adequately	5			
Fails to: use mirrors / shoulder check	5			
Improper use of accelerator to smoothly merge into traffic	5			
Improper use of brakes to slow down vehicle at bus stop	10			
Improper vehicle maneuvering: lane change / turning	5			
Improper lane change	5			
Right-of-way: Poor judgement / Aggressive	F			
Speed: too fast / too slow	10			
Fails to check mirrors to ensure safe merge into driving lane	10			
<b>Total Points</b>				
<b>Application of General Procedures</b>				
Awareness of Designated Bus Stop	10			
Fails to signal right prior lane change	5			
Fails to use mirrors	10			
Fails to shoulder check prior lane change	5			
Observation: other road users, traffic patterns	10			
Fails to use mirrors to monitor the doors	10			
Fails to stop and secure the bus at designated stops	10			
Fails to open and close the doors	5			
Fails to ensure passengers are entering and exiting safely	10			
Fails to use mirrors to maintain clearance of entrances and exits	10			
Fails to scan area for intending passengers, prior to moving vehicle	10			
Fails to signal left prior to moving the vehicle once loading/unloading is complete	5			
Fails to judge distances	5			
<b>Total Points</b>				
LOADING / UNLOADING PASSENGERS WITH MOBILITY DEVICE	Value Key	Test 1	Test 2	Test 3
Fails to properly operate the loading and unloading components/features	5			
Improper manoeuvre of persons in a wheel chair/scooter on and off ramp (if applicable)	10			
Fails to manoeuvre vehicle to allow clear and safe access to lift	10			
Fails to allow space for full travel of lifts and ramps	10			
Fails to properly secure passenger using restraining devices (if applicable)	10			
<b>Total Points</b>				
<b>Total Deductions</b>				

<b>A – 9.0</b>	0 - 10 total deductions on any task implies that student exceeds the requirements
<b>B – 8.0</b>	15 - 20 total deductions. This implies that trainee meets the requirements
<b>C- 6.0 -7.0</b>	25- 45 total deductions on any task implies that trainee requires additional practice before reassessment
<b>D – 4.0-5.0</b>	50 or more total deductions on any task suggests trainee requires additional training before reassessment
Driving School Name	Instructor's Licence Number
Instructor's Name	Instructor's Signature

Instructor's Comments:

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## Overview of Assessment Class 2-S Mandatory Entry Level Training (MELT)

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, or Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence & Condition Code(s):	Driver's Licence Expiry Date
Trainee's email address (optional):		Course Completion Date:

### PURPOSE

These assessment tools are intended for licensed Class 2-S driving schools and entities delivering Mandatory Entry-Level Training (MELT) in Alberta. It is to assist in the assessment of the level of education, development, skills and performance of trainees participating in the Class 2-S MELT Program. All driving schools must complete the assessment forms contained in this document for each trainee enrolled in the Class 2-S MELT Program.

### GRADING INSTRUCTIONS

A minimum grade of 80% for classroom assessments or B (8.0 rating) for practical assessments is required to pass each module. The overall skills assessment is based on the trainee's performance and ability. The grade given at the end of each assessment will determine if required outcomes are achieved for each module. Additional training and reassessment will be required if trainees do not meet the minimum grade requirement. Trainees with more than 20 total deductions or "F" in the practical assessment will have to be reassessed.

Classroom Session	Test 1	Grade	Test 2	Grade		
Module 1 – Employment in the Busing Industry	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 2 – Vehicle Components and Inspection Activities	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 3 – Basic Driving Techniques	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 4 – Professional Driving Habits	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 5 – Off Road Tasks and Manoeuvres	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 6 – Documents, Paperwork and Regulatory Requirements	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 7 – Hours of Service Compliance	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 8 – Passenger Management, Loading, Unloading and Transporting Passengers	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Module 9 – Handling Emergencies	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Practical Session	Test 1	Grade	Test 2	Grade	Test 3	Grade
Module 2 – Vehicle Components and Systems Checklist	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 2 – Pre-Trip Inspection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 2 – Air Brake Inspection, En Route Inspection, Post Trip Inspection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 3 – Basic Driving Techniques	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 4 – Hazard Awareness Skills	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 4 – Driving and Parking on Grades	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 5 – Backing Procedures	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 8 – Loading / Unloading Passengers	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Module 9 – Emergency Evacuation Procedures	<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail		<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

Instructor's Signature \_\_\_\_\_



## Module 2- Inspection Activities- Air Brake, En Route, Post Trip Class 2-S Mandatory Entry Level Training

Trainee's Name (Last, First, Second)			
Driver's Licence Number:	Class of Driver's Licence	Driver's Licence Expiry Date	
Date Successfully Completed		Overall assessment rating	
Failure to identify and explain the function(s) of the applicable vehicle components and systems will result in the following deduction points. Enter N/A in the applicable box if component or system is not visible or not equipped.			

AIR BRAKE INSPECTION	Value Key	Test 1	Test 2	Test 3	EN ROUTE INSPECTION	Value Key	Test 1	Test 2	Test 3
<b>Step 1 (Start of Inspection)</b>					<b>Exterior Inspection</b>				
Fails to leave the engine off with the key in the 'run' position	5				Fails to check cleanliness / working condition of lights	5			
Fails to chock the wheel with the vehicle on level ground	5				Fails to check for fluid leaks	10			
Fails to properly perform visual inspection of air brake components	5				Fails to check securement of wheels	10			
<b>Total Points</b>					<b>Total Points</b>				
<b>Step 2 (Park Control Value)</b>					<b>POST-TRIP INSPECTION</b>				
Fails to push park control valve (yellow button)	5				<b>Exterior Inspection</b>				
Fails to pump the foot valve	5				Fails to check for damage to bus: around and under	5			
Low air pressure warning: lower / higher than 60 PSI (41kPa)	5				Fails to turn off all lights	5			
Fails to 'pop out' park control valve at 20 – 45 PSI (138kPa – 311 kPa)	5				Fails to check springs	5			
<b>Total Points</b>					<b>Total Points</b>				
<b>Step 3 (Supply Circuit)</b>					<b>Interior Inspection</b>				
Fails to start the engine and run at fast idle around 1200 RPM	5				Fails to check if tires are inflated properly	5			
Compressor build-up test: lower / higher than 50 to 90 PSI (345 to 621)	5				Fails to check securement of mud flaps	5			
Fails to perform compressor build-up test within 3 minutes	5				Fails to check securement of fuel cap	5			
Low air pressure warning: lower / higher than 60 PSI (41kPa)	5				Fails to check for leaks	5			
<b>Total Points</b>					<b>Total Points</b>				
<b>Step 4 (Air System Leaks)</b>					<b>Completion of Post-Trip Inspection</b>				
Fails to push park control valve and rebuild air pressure	5				Fails to drain moisture from air auxiliary tank (open valve for 5-10 seconds)	5			
Fails to turn off engine	5				Fails to drain moisture from wet tank	5			
Fails to apply and firmly hold full service brake application for 2 minutes	5				Fails to shut down engine	5			
Maximum 4 PSI (28 kPa) loss per service circuit, after the system stabilizes	5				Fails to turn off master switch (if equipped)	5			
Fails to release service brake application	5				Fails to deactivate Child Check-mate System or No Child Left Behind system (if equipped)	5			
Fails to reapply spring park brakes	5				Fails to complete log book	5			
<b>Total Points</b>					<b>Total Points</b>				
<b>Step 5 (Service Brake Response)</b>					<b>Total Deductions:</b>				
Fails to remove wheel chocks	5								
Fails to move forward at approximately 5kph	5				<b>Total Deductions:</b>				
Fails to make a hard brake application to check response	5				<b>A – 8.0- 9.0</b>	0 - 10 deductions on any task implies that student exceeds the requirements			
Fails to check excessive steering wheel brake response	5				<b>B – 7.5</b>	15-20 deductions. This implies that trainee meets the requirements			
Fails to move forward again	5				<b>C- 6.0 -7.0</b>	25-45 deductions on any task implies that trainee obtain additional practice in the trainee's weak areas before reassessment			
Fails to apply parking brake to check response	5				<b>D - 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional training from a licenced driver training school			
<b>Total Points</b>									

**Instructors Comments:**

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**Module 3 – Basic Driving Techniques  
Class 2-S Mandatory Entry Level Training**

Trainee's Name (Last, First, Second)			
Driver's Licence Number:	Class of Driver's Licence	Driver's Licence Expiry Date	
Date Successfully Completed	Overall assessment rating		

Failure to identify and explain the function(s) of the applicable vehicle components and systems will result in the following deduction points. Enter N/A in the applicable box if component or system is not visible or not equipped.

Section 1	Value Key	Test 1	Test 2	Test 3
<b>Start up/Warm up Procedure</b>				
Improper start up and warm up procedures	5			
Improper seat adjustment	5			
Improper use of seat belt	F			
Improper mirror adjustment	5			
Improper procedure when leaving seat	5			
Fails set parking brake before exiting the bus	10			
<b>Total Deductions</b>				
<b>Section 2</b>				
<b>A. Moving the Vehicle</b>				
Fails to smoothly move the vehicle from a parked position	10			
Improper/abrupt acceleration	5			
Improper braking when slowing down or stopping	10			
Observation (potential hazards, other road users, vehicle height, weight and clearance, road signs)	5			
<b>Total Deductions</b>				
<b>B. Stopping at Uncontrolled Railways</b>				
Fails to slow down bus	10			
Requests passengers be quiet/turn off heaters, fans, radio	5			
Distance from closest track (5-15m)	10			
Controls: neutral/brake/park brake	10			
Door/Window: open/not open/too soon	10			
Observation: listen/look both directions	10			
Door: proceeds when open	10			
Gear: Shifts on railway track	F			
<b>Total Deductions</b>				
<b>Section 3</b>				
<b>A. Basic Driving Manoeuvres (Commentary Drive)</b>				
Fails to conduct traffic checks	5			
Speed: too slow/fast for conditions/exceeds	10			
Fails to operate vehicle controls smoothly	5			
Fails to observe road conditions/signage/pavement	5			
Improper two-handed grip on steering wheel	5			
Road Position: Straddles/crowds/stop/follow/pass	5			
Observation: blind spots/mirrors/instrument panel	5			
Fails to manage unexpected situations	5			
Fails to driver courteously with other road users	5			
Fails to smoothly stop vehicle	10			
<b>Total Deductions</b>				
<b>Total Deductions:</b>				
<b>A – 8.0- 9.0</b>	0 - 10 deductions on any task implies that student exceeds the requirements			
<b>B – 7.5</b>	15-20 deductions. This implies that trainee meets the requirements			
<b>C- 6.0 -7.0</b>	25- 45 deductions on any task implies that trainee obtain additional practice in the trainee's weak areas before reassessment			
<b>D - 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional training from a licenced driver training school			

**Instructor Comments:**

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Section 3	Value Key	Test 1	Test 2	Test 3
<b>B. Curves</b>				
Fails to notice curve ahead of time	5			
Fails to check for signs or pavement markings, or fails to read them correctly	5			
Fails to maintain proper grip on the steering wheel	5			
Speed: Entering/during/exiting curve	5			
Exceeds speed limit	F			
Lane Position	10			
Traffic checks: front/beside/behind	5			
<b>Total Deductions</b>				
<b>C. Lane Changes</b>				
Fails to adequately check conditions in front, beside or behind	5			
Fails to notice another vehicle that must be monitored or may be affected by the lane change	5			
Signals: not given/cancelled	10			
Improper following distance before/after lane change	5			
Lane changing without adequate space	10			
Impedes another vehicle	F			
Endangers another vehicle	F			
Lane changing in intersections, near crosswalk or railway crossing	F			
Too quick/too slow lane change	5			
Exceeds speed limit	F			
<b>Total Deductions</b>				
<b>D. Crossing Intersections</b>				
Approach too fast	5			
Observation: uncontrolled/controlled/passing	5			
Signs/Signals/Fails to anticipate	10			
Right of way judgement: pedestrian/other vehicle/own	F			
Position: too far back/blocks crosswalk/intersection	5			
<b>Total Deductions</b>				
<b>E. Turning at Intersections</b>				
Wrong lane: before/after	5			
Signals: Not given/too soon/ too late/cancelled	10			
Fails to maintain proper grip on the steering wheel	5			
Traffic checks: front (left centre/right)/beside/behind	5			
Lane position: fails to enter/enters/angles left	10			
Cuts corner: turns wide left/right	10			
Inappropriate acceleration/speed	10			
<b>Total Deductions</b>				
<b>F. Entering and Exiting a Highway</b>				
Traffic checks: front/beside/behind	5			
Speed: too slow/fast for conditions	10			
Observations: signs/pavement markings	5			
Right of way judgement: other vehicle/own	F			
Fails to manage following distance	10			
Signals: Not given/cancelled	10			
<b>Total Deductions:</b>				
Driving School Name:	Instructor Licence Number:			
Instructor Name:	Instructor Signature:			

**Module 4- Professional Driving Habits  
Class 2-S Mandatory Entry Level Training**

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence	Driver's Licence Expiry Date
Date Successfully Completed	Overall assessment rating	

Failure to identify and explain the function(s) of the applicable vehicle components and systems will result in the following deduction points. Enter N/A in the applicable box if component or system is not visible or not equipped.

HAZARD AWARENESS (Commentary Drive)	Value key	Test 1	Test 2	Test 3
<b>Pedestrians</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Cyclists</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Motorcyclists</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Parked vehicles</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Total Deductions:</b>				
<b>A – 8.0- 9.0</b>	0 - 10 deductions on any task implies that student exceeds the requirements			
<b>B – 7.5</b>	15-20 deductions. This implies that trainee meets the requirements			
<b>C- 6.0 -7.0</b>	25- 45 deductions on any task implies that trainee obtain additional practice in the trainee's weak areas before reassessment			
<b>D- 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional			

HAZARD AWARENESS (Commentary Drive)	Value key	Test 1	Test 2	Test 3
<b>Intersections</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Driving in Blind Zones</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Passing in Blind Zones</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Being Passed in Blind Zones</b>				
Observation / Scanning	5			
Use of Mirrors	5			
Use of Headlights	5			
Vehicle Position	5			
Signals / Devices	5			
Speed	10			
Yields Right-Of-Way	F			
Traffic Awareness	5			
<b>Total Points</b>				
<b>Total Deductions</b>				

**Instructor Comments:**

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**Module 4- Professional Driving Habits  
Class 2-S Mandatory Entry Level Training**

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence	Driver's Licence Expiry Date
Date Successfully Completed	Overall assessment rating	
Failure to identify and explain the function(s) of the applicable vehicle components and systems will result in the following deduction points. Enter N/A in the applicable box if component or system is not visible or not-equipped		

<b>DRIVING ON GRADES AND HILL PARKING</b>	Value key	Test 1	Test 2	Test 3
<b>Driving on Grades</b>				
Speed: Too fast / Too slow	10			
Failure to scan instrument panel to observe engine temperature, oil pressure and air pressure	5			
Driving in improper gear	10			
Incorrect application of service brakes	10			
Incorrect application of brake retarder (if equipped)	10			
Incorrect application of air brakes (if equipped)	5			
<b>Total Points</b>				
<b>Stopping on Hills</b>				
Fails to check for traffic before pulling over to curb or edge of road	10			
Fails to reduce speed	5			
Fails to apply brakes in a gradual manner	10			
Fails to turn wheels in correct direction: toward curb on a downgrade/ away from curb on upgrade	10			
Position: rear wheel more than 50 cm from the curb	10			
Fails to apply park brake	10			
Fails to turn off ignition	5			
Hits curb hard	5			
Climbs curb	F			
<b>Total Points</b>				
<b>Starting on Hills</b>				
Fails to use accelerator to find right level of control: at start/during	5			
Improper use of park brake: fails to release / re-engage	5			
Fails to use signals	10			
Fails to shoulder check	10			
Fails to check if roadway is clear	10			
Fails to pull away in a smooth manner	5			
<b>Total points</b>				
<b>Total Deductions</b>				

<b>Total Deductions:</b>	
<b>A – 8.0- 9.0</b>	0 - 10 deductions on any task implies that student exceeds the requirements
<b>B – 7.5</b>	15-20 deductions. This implies that trainee meets the requirements
<b>C- 6.0 -7.0</b>	25- 45 deductions on any task implies that trainee obtain additional practice in the trainee's weak areas before reassessment
<b>D- 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional

**Instructor Comments:**

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**Module 8 Passenger Management  
Class 2-S Mandatory Entry Level Training**

Trainee's Name (Last, First, Second)		
Driver's Licence Number:	Class of Driver's Licence	Driver's Licence Expiry Date
Date Successfully Completed		Overall assessment rating
Failure to identify and explain the function(s) of the applicable vehicle components and systems will result in the following deduction points. Enter N/A in the applicable box if component or system is not visible or not-equipped		

Loading and Unloading Passengers	Value Key	Test 1	Test 2	Test 3
<b>General Loading &amp; Unloading Passengers: Starting &amp; Stopping Bus</b>				
Misses Bus Stop	10			
Fails to slow down bus	10			
Fails to activate alternately flashing lights: Amber/Red	F			
Fails to activate signal: right/left	10			
Stopping Position: too far from stop/too far from curb	5			
Fails to secure bus: Neutral gear/set parking brake/maintain/pressure on brake pedal	10			
Mirror/Shoulder checks prior to loading/unloading passengers and starting/stopping bus	10			
Doors: open/close incorrect timing	5			
Fails to ensure passengers are entering or exiting safely	10			
Fails to use mirrors to ensure clearance of entrances or exits	10			
<b>Total Points</b>				
<b>Loading and Unloading Passengers with Mobility Devices</b>				
Misses Bus Stop	10			
Fails to slow down bus	10			
Fails to activate alternately flashing lights: Amber/Red	F			
Fails to activate signal: right/left	10			
Stopping Position: too far from stop/too far from curb	5			
Fails to secure bus: Neutral gear/set parking brake/maintain/pressure on brake pedal	10			
Mirror/Shoulder checks prior to loading/unloading passengers and starting/stopping bus	10			
Doors: open/close incorrect timing	5			
Fails to Stop in a position that allows for clear and safe access to lift/ramp	10			
Inability to properly operate lift or ramp	10			
Failure to properly secure passenger using restraining device	10			
<b>Total Points:</b>				

Total Deductions:	
<b>A – 8.0- 9.0</b>	0 - 10 deductions on any task implies that student exceeds the requirements
<b>B – 7.5</b>	15-20 deductions. This implies that trainee meets the requirements
<b>C- 6.0 -7.0</b>	25- 45 deductions on any task implies that trainee obtain additional practice in the trainee's weak areas before reassessment
<b>D - 4.0-5.0</b>	50 or more deductions on any task suggests trainee obtain additional training from a licenced driver training school

Country Turnaround with passenger Loading and Unloading	Value Key	Test 1	Test 2	Test 3
<b>Driver side (left side)</b>				
Loads passengers after turnaround	F			
Unloads passengers prior to turnaround	F			
Mirror/Shoulder checks prior to loading/unloading passengers and starting/stopping bus	10			
Misses Bus Stop/safety zone	10			
Fails to slow down bus	10			
Fails to activate alternately flashing lights: Amber/Red	F			
Fails to activate signal: right/left	10			
Fails to cancel signal	5			
Failure to sound horn prior to reversing	5			
Reverses bus when unsafe to do so	F			
Merges into traffic when unsafe to do so	F			
Stopping Position: too far from stop/too far from curb	5			
Fails to secure bus: Neutral gear/set parking brake/maintain/ pressure on brake pedal	10			
Doors: open/close incorrect timing	5			
<b>Total Points</b>				
<b>Passenger side (right side)</b>				
Loads passengers after turnaround	F			
Unloads passengers prior to the turnaround	F			
Mirror/Shoulder checks prior to loading/unloading passengers and starting/stopping bus	10			
Misses Bus Stop/safety zone	10			
Fails to slow down bus	10			
Fails to activate alternately flashing lights: Amber/Red	F			
Fails to activate signal: right/left	10			
Fails to cancel signal	5			
Failure to stop bus one bus length ahead of the side road prior to backing	10			
Failure to sound horn prior to reversing	5			
Bus position in side road: not completely backed onto side road/blocking crosswalk/intersection	10			
Reverses bus when unsafe to do so	F			
Stopping Position: too far from stop/too far from curb	5			
Fails to secure bus: Neutral gear/set parking brake/maintain/ pressure on brake pedal	10			
Doors: open/close incorrect timing	5			
Makes unsafe left turn	F			
<b>Total Points:</b>				
<b>Total Deductions</b>				

**Instructor Comments:**

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## Classroom Evaluation Form

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, or Email: [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca)

Trainee's Name (First, Last, Middle initial):					Name of Licenced Driving School:				
Trainee's Address:					Licenced Driving School's Address:				
City/Town		Province		Postal Code	City/Town		Province		Postal Code
Trainee's driver's licence information	Driver's licence number	Class of driver's licence		Date of Birth (yyyy/mm/dd)	Condition Code(s)	Issued Date (yyyy/mm/dd)	Expired Date (yyyy/mm/dd)		
Trainee's email address (optional):									
Instructor's Name:							General Information		
Module	Date (yyyy/mm/dd)	Time (am/pm)		Classroom hours	Test score	Initials		Course Registration date (yyyy/mm/dd)	
		From	To			Instructor	Trainee	Check appropriate box(es)	
								<input type="checkbox"/> Class 1 MELT	
								<input type="checkbox"/> Class 2 MELT	
								<input type="checkbox"/> Class 2-S MELT	
								<input type="checkbox"/> Others	
Average Score:      %		Total Classroom Hours:							
A minimum of 80% is required to pass each module test/assessment. All modules (classroom, in-yard and in-vehicle) must be completed prior to issuing a course completion certificate									
Instructor's comments:									
Trainee's Signature					Instructor's Signature				

## In-Vehicle Evaluation Form

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Trainee's Name (First, Last, Middle initial):					Name of Licenced Driving School:				
Trainee's Address:					Licenced Driving School's Address:				
City/Town		Province		Postal Code	City/Town		Province	Postal Code	
Trainee's driver's licence information	Driver's licence number	Class of driver's licence	Date of Birth (yyyy/mm/dd)		Condition Code(s)	Issued Date (yyyy/mm/dd)	Expired Date (yyyy/mm/dd)		
Trainee's email address (optional):									
Instructor's Name:							<b>General Information</b>		
Module	Date (yyyy/mm/dd)	Time (am/pm)		Training hours	Skill Assessment Grade	Initials		Course Registration date (yyyy/mm/dd)	
		From	To			Instructor	Trainee	Check appropriate box(es)	
								<input type="checkbox"/> Class 1 MELT	
								<input type="checkbox"/> Class 2 MELT	
								<input type="checkbox"/> Class 2-S MELT	
								<input type="checkbox"/> Others	
								<input type="checkbox"/> Automatic <input type="checkbox"/> Manual Shift	
Overall Rating:			Total In-Vehicle Training Hours:						
A minimum grade of 8.0 or B is required to pass each module/s skill/assessment. All modules (classroom, in-yard and in-vehicle) must be completed prior to issuing a course completion certificate									
<b>Instructor's comments:</b>									
<b>Grade - Overall skills Assessment</b>			Trainee's Signature			Instructor's Signature:			
4.0 – (60 or more deductions) - Trainee requires continuous instructor's assistance						<b>Overall Rating Scale</b>			
5.0 – (50 -55 deductions) - Trainee requires frequent instructor's assistance						A – (9.0) – Trainee exceeds requirements			
6.0 – (40-45 deductions) - Trainee requires occasional instructor's assistance									
7.0 – (25-35 deductions) - Trainee requires minimal instructor's assistance						C – (6.0 – 7.0) – Trainee requires additional practice in the trainee's weak areas before reassessment			
8.0 – (15-20 deductions) - Trainee performs independently 80% of the time									
9.0 – (0 -10 deductions) - Trainee performs independently 90% of the time						D – (4.0 – 5.0) - Trainee requires additional training from a licenced driver training school before reassessment			

## In-Yard Evaluation Form

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Trainee's Name (First, Last, Middle initial):					Name of Licenced Driving School:				
Trainee's Address:					Licenced Driving School's Address:				
City/Town		Province		Postal Code	City/Town		Province		Postal Code
Trainee's driver's licence information	Driver's licence number		Class of driver's licence	Date of Birth (yyyy/mm/dd)		Condition Code(s)	Issued Date (yyyy/mm/dd)		Expired Date (yyyy/mm/dd)
Trainee's email address (optional):									
Instructor's Name:								General Information	
Module	Date (yyyy/mm/dd)	Time (am/pm)		Training hours	Skill Assessment Grade	Initials		Course Registration date (yyyy/mm/dd)	
		From	To			Instructor	Trainee	Check appropriate box(es)	
								<input type="checkbox"/> Class 1 MELT	
								<input type="checkbox"/> Class 2 MELT	
								<input type="checkbox"/> Class 2-S MELT	
								<input type="checkbox"/> Others	
								<input type="checkbox"/> Automatic <input type="checkbox"/> Manual Shift	
Overall Rating:		Total In-Yard Training Hours:							
A minimum grade of 8.0 or B is required to pass each module/s skill/assessment. All modules (classroom, in-yard and in-vehicle) must be completed prior to issuing a course completion certificate									
<b>Instructor's comments:</b>									
<b>Grade - Overall skills Assessment</b>			Trainee's Signature			Instructor's Signature:			
4.0 - (60 or more deductions) - Trainee requires continuous instructor's assistance						<b>Overall Rating Scale</b>			
5.0 - (50 -55 deductions) - Trainee requires frequent instructor's assistance						A - (9.0) - Trainee exceeds requirements			
6.0 - (40-45 deductions) - Trainee requires occasional instructor's assistance									
7.0 - (25-35 deductions) - Trainee requires minimal instructor's assistance			C - (6.0 - 7.0) - Trainee requires additional practice in the trainee's weak areas before reassessment						
8.0 - (15-20 deductions) - Trainee performs independently 80% of the time							D - (4.0 - 5.0) - Trainee requires additional training from a licenced driver training school before reassessment		
9.0 - (0 -10 deductions) - Trainee performs independently 90% of the time									