

Driving Back to Work Grant Program Applicant Guide



The purpose of this document is to provide information to potential grant applicants on how the Driving Back to Work Grant Program operates and how to apply for the grant. Please read the guidelines carefully before beginning the application.

Canada 

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1. Grant Purpose and Objectives

Unemployed and underemployed Albertans have an opportunity to start good paying careers as commercial truck drivers through the province’s Driving Back to Work grant program. Eligible Albertans can access funding to take the Mandatory Entry Level Training (MELT) program to obtain a Class 1 driver’s licence. This grant will continue to help to fill the long standing commercial driver shortage. This grant supports Alberta’s Recovery Plan. Alberta’s Recovery Plan is a bold, ambitious long-term strategy to build, diversify, and create tens of thousands of jobs now. By diversifying our economy and attracting investment with Canada’s most competitive tax environment, we are putting Alberta on a path for a generation of growth. The objective of the grant program is to help more Albertans become Class 1 drivers. The Driving Back to Work Grant program is administered by third-party service providers and financially supported by the Government of Alberta in partnership with the Government of Canada.

2. Program Requirements

Grant recipients must complete the following:

- Air Brake Program;
- Air Brake Knowledge Test;
- Class 1 MELT Program; or Experience and Equivalency Class 1 MELT course (if approved)
- Class 1 Knowledge Test; and
- Class 1 Road Test.
- Program evaluation survey within 90 days and 12 months post program exit or completion.

3. Grant Funding

Grant recipients will receive one-time funding that covers more than 90 per cent of costs associated with driver training and testing to become a Class 1 driver. Recipients cannot reapply for the grant for subsequent training and testing attempts. Applicant who are denied are eligible to reapply as life circumstances change. Grant

recipients are not paid directly for training. The following costs will be paid directly to the driver training school that provides the recipient with training:

- Air Brake Training;
- Class 1 MELT Program; or Experience and Equivalency Class 1 MELT course (if approved)
- Vehicle rental and use of the yard for the Class 1 Road Test(s); and
- Maximum of two (2) Class 1 Road Tests.

Grant recipients will be required to cover the costs of:

- An Alberta driver's medical examination report that must be completed by a physician or nurse practitioner and approved by a registry agent or Alberta Transportation's Driver Fitness and Monitoring section;
- Air Brake Knowledge Test;
- Class 1 Knowledge Test; and
- Any attempts at the Class 1 Road Test after the two paid for by the province.
- Additional training required by the driver training school; and
- Any other expenses incurred by training, including travel and accommodations.

4. Grant Eligibility Requirements

Applicants must meet the following eligibility requirements:

- Be at least 18 years of age;
- Hold an Alberta non-probationary driver's licence;
- Be a resident of Alberta;
- Be unemployed and/or under-employed (e.g., receiving Employment Insurance or working 29 hours or fewer per week on average) and able to financially support oneself for the duration of training.
- Meet Canadian citizenship requirements (e.g., Canadian citizen, permanent resident, or convention refugee) and be legally entitled to work and train in Canada. Refugees under the Immigration and Refugee Protection Act must have: Convention refugee status, a notice of decision issued, a valid work permit, and have applied for and received a study permit that covers the individual's entire period of training
- Have a clean 3-year driver's abstract with no demerits, licence cancellations, or suspensions;
- Be ready, willing, and able to participate in training (this is assessed in an interview);
- Planning to seek full-time employment in the commercial transportation industry (this is assessed in an interview);
- Have sufficient English language skills to succeed in driver training and testing (this is assessed in an interview);

- After Ballard Group has provided preliminary approval of all other eligibility criteria, the applicant will then need to provide a satisfactory Alberta driver's medical examination report. The form is available at www.alberta.ca/assets/documents/tr-electronic-medical-report.pdf.

5. How to Apply for the Grant

The following information assists in completing the Driving Back to Work Grant Application. The steps to apply are:

1. Read the Driving Back to Work Grant Program Applicant Guide.
2. Fill out the Driving Back to Work Grant Application Form. The below table is designed to assist you in filling out the application form:

PERSONAL INFORMATION	<p>SOCIAL INSURANCE NUMBER (SIN) You must provide a valid SIN. All valid SIN cards beginning with a 9 have an expiry date; The expiry date must cover the entire training period. All applicants whose SIN begins with a 9 must have a copy of:</p> <ul style="list-style-type: none"> • The "Notice of Decision" granting Convention Refugee Status, • "Study Permit" with dates that cover the entire training period*, and • "Work Permit" with dates that will cover the entire training period.
DRIVER LICENSING INFORMATION	<p>CLASS OF LICENCE Please specify all the classes of driver's licence that appear on your Alberta driver's licence. This can include Class 5 GDL, Class 5, Class 6 GDL, Class 6, Class 4, Class 3, and/or Class 2 driver's licence.</p>
IDENTITY INFORMATION	<p>MARITAL STATUS Please select the one option that best represents your marital status. Married is defined as: Two adults in a legal union. You do not have to be residing together (e.g., your partner could be working out of town.). Partner is defined as: You are living in a conjugal or marriage-like relationship, regardless of the length of time of your relationship, and may include: sharing each other's lives, an emotional commitment to each other, and functioning as an economic and domestic unit.</p> <p>OR</p> <p>You are in a relationship recognized under the <i>Adult Interdependent Relationships Act</i> which includes:</p> <ul style="list-style-type: none"> • two adults, who declare they are partners • two adults not related by blood, living in a platonic relationship, who declare they are partners • two adults who have entered into a formal Adult Interdependent Partnership agreement as authorized under the Adult Interdependent Relationships Act. Those can be blood relatives. <p>Note: If you are living with a person and you have a child of the relationship by birth or by adoption, you must declare your marital status as either married or partner.</p> <p>GENDER STATUS Please select the one option that best represents your gender. If you prefer not to share this information, choose "Prefer Not to Report".</p> <p>DISABILITY Please select the one option that best represents whether you have a disability. If you prefer not to share this information, choose "Prefer Not to Report".</p>

	<p>INDIGENOUS Please select the one option that best represents whether you are an Indigenous person. If you prefer not to share this information, choose "Prefer Not to Report".</p> <p>IMMIGRATION Please select the one option that best represents whether you are an immigrant. If you were NOT born in Canada please provide your year of entry to Canada.</p> <p>VISIBLE MINORITY Please select the one option that best represents whether you are a member of a visible minority. If you prefer not to share this information, choose "Prefer Not to Report".</p> <p>REFUGEE Please select the one option that best represents whether you are a Convention Refugee. If you are, please indicate your country of origin.</p> <p>PREFERRED LANGUAGE Please note this is for identification only. Commercial licensing is only available in English.</p>
REGISTRATION DECLARATION	Read the declaration carefully. The Government of Alberta may conduct verification reviews or investigations relating to financial eligibility for this program from time to time and has the right to recover benefits you receive to which you are not entitled.
APPLICATION CHECKLIST	All fields and corresponding documents are required for the application to be assessed.

3. Submit the [Driving Back to Work Grant Application](#) to Ballad Group by email at db2w@balladgroup.ca. If you have questions or need help with filling out your application, contact Ballad Group by dialing 1-855-295-7180 ext 1 or emailing db2w@balladgroup.ca or visiting www.balladgroup.ca/courses/driving-back-to-work/.
4. Follow directions from Ballad Group to complete the application process. Ballad Group will call applicants using the contact information provided on the application form to discuss grant eligibility. If you meet the grant eligibility based on the application form, Ballad will invite you to complete an interview to assess the other eligibility factors. Ballad Group will schedule virtual or in-person interviews. Ballad will inform all applicants with the results of the assessment.
5. **If you receive pre-approval**, applicants must obtain a driver medical examination conducted by a physician or nurse practitioner and submit the results to Ballad Group at db2w@balladgroup.ca. This must be done within 15 business days from the date of your pre-approval notification. Failure to submit the results of the driver medical examination to Ballad Group within 15 business days will result in the applicant having to contact Ballad Group by phone or email and request another pre-approval letter. This is required to ensure there is still grant funding available. Once the results of the driver medical examination are received, Ballad Group will submit them to Alberta Transportation for review and approval to ensure applicants are medically fit to drive a commercial vehicle in Alberta. If the applicant has a current, satisfactory driver medical examination already approved by Alberta Transportation (e.g., holds a Class 4 or Class 2 driver's licence), the applicant will not be required to get another driver medical examination. The results of the driver medical examination are captured on the *Medical Examination for Motor Vehicle Operators* form, which is available at www.alberta.ca/assets/documents/tr-electronic-medical-report.pdf. For more information on medical fitness requirements for commercial drivers, visit www.alberta.ca/commercial-drivers-and-medical-fitness.aspx.
6. **If you receive final approval**, applicants will receive an email from Ballad Group regarding approval with directions including to contact the designated driver training school that you have been assigned to in your approval notification.

6. Completing the Grant Program

All training and testing must be completed within a designated time period. At the completion or exit of the program, grantees are required to complete an evaluation survey within 90 days and 12 months. The program evaluation survey will be emailed to grant recipients from Ballad. The information gathered in the surveys is critical to evaluating the success of the program.

7. Freedom of Information and Protection of Privacy Act

The personal information provided on the grant application form will be used for the purpose of administering the program and advising the applicant of grant program information. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP Act) and is protected by the privacy provisions within the legislation. The administration of the program includes:

- Sharing personal information to the Government of Canada as required under the [Canada-Alberta Labour Market Development Agreement](#); and
- Releasing personal information on grant payments in the Government of Alberta [Grant Payments Disclosure Database](#) under section 11(d) of the *Fiscal Planning and Transparency Act*.

8. Contact Information

For questions related to applications, eligibility, and the status of your grant application, please contact:

Ballad Group
950, 10104 103rd Avenue,
Edmonton, AB T5J 0H8
Phone: 1-855-295-7180 ext 1
Email: db2w@balladgroup.ca
Website: www.balladgroup.ca/courses/driving-back-to-work/