

# Driving Back to Work Grant Program Class 1 Licensing



Please read the guidelines carefully before beginning the application

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# 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.

## 1. Grant Purpose and Objectives

Unemployed Albertans have an opportunity to start careers as commercial truck drivers through the province's new Driving Back to Work grant program. Unemployed Albertans can access funding to take the Mandatory Entry Level Training (MELT) program to earn a Class 1 driver's licence. This grant will help to fill an expected shortage of commercial drivers, forecast to be more than 12 per cent by 2023, putting the province's supply chain at risk. 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 building schools, roads, and other core infrastructure we are benefiting our communities. 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 program is to help more Albertans become Class 1 drivers. This will help achieve the outcome of supporting the economy by helping to keep the province's supply chain and economy moving by ensuring an adequate number of Class 1 drivers are available while maintaining safety on our highways.

The Driving Back to Work Grant is administered by Manpower Services and Ballad Consulting Group financially supported by the Government of Alberta. The Government of Alberta is working in partnership with the Government of Canada to provide employment support programs and services.

## 2. Program Requirements

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. Grant recipients must complete the following before March 31, 2021:

- Air Brake Program;
- Air Brake Knowledge Test;
- Class 1 MELT Program;
- Class 1 MELT Knowledge Test; and
- Class 1 MELT Road Test.

They must also complete a program evaluation survey within 90 days of completing the program.

## 3. Grant Funding

Grant recipients will receive funding paid directly to the driver training school for the taking the following training:

- Air Brake Program;
- Class 1 MELT Program;
- Vehicle rental and use of the yard for the Class 1 MELT Road Test(s); and
- Maximum of two (2) Class 1 MELT Road Tests.

*Recipients cannot reapply for the grant for subsequent training and testing attempts.*

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 MELT Knowledge Test; and
- Additional (more than two) attempts at the Class 1 MELT Road Test, if needed.

Grant funding is distributed directly to the driver training school providing the driver training. Ballard Consulting Group works with driver training schools to monitor the progress of grant recipients through the program and provide payments to driver training schools. Grant recipients do not receive any funding directly.

## 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 unemployed and be able to demonstrate that they qualify for Employment Insurance;
- Be a resident of Alberta;
- Be ready, willing, and able to participate in training and planning to seek full-time employment in the commercial transportation industry (minimum 30 hours per week);
- Have sufficient English language skills to succeed in driver training and testing;
- Deemed to meet citizenship requirements (e.g., Canadian citizen, permanent resident, or convention refugee) and 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;
  - Applied for and received a study permit that covers the individual's entire period of training
- After Manpower Services has provided preliminary approval of all other eligibility criteria, the applicant will then need to provide a satisfactory Alberta driver's medical examination report in order to be eligible for the grant. The form is available at [www.alberta.ca/assets/documents/tr-electronic-medical-report.pdf](http://www.alberta.ca/assets/documents/tr-electronic-medical-report.pdf).

## 5. How to Apply for the Grant

The steps to apply are:

1. Fill out and submit the [Driving Back to Work Grant Application](#) before **March 1, 2021**, to Manpower Services by email at [driveback@manpower.com](mailto:driveback@manpower.com) or by mail at 240, 734 – 7th Ave SW, Calgary, AB T2P 3P8.

The following information assists in completing the Driving Back to Work Grant Application. Instructions are provided for more difficult areas of the application, not for all sections of the application.

**If you have any questions or need help with filling out your application, contact Manpower Services by dialing 1-855-626-7697 or emailing [driveback@manpower.com](mailto:driveback@manpower.com) or visiting <https://manpowerab.com/driveback>.**

All applicants are to demonstrate that they qualify for Employment Insurance (EI). If you have not applied for EI, please apply and confirm your eligibility before proceeding to complete the application.

**Questions about eligibility for EI benefits and impacts of this grant on your EI benefits should be directed to Service Canada's Telephone Information Service at 1-800 206-7218.**

PERSONAL INFORMATION	SOCIAL INSURANCE NUMBER (SIN)
	<p>You must provide a valid SIN.</p> <p>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"> <li>• The "Notice of Decision" granting Convention Refugee Status,</li> <li>• "Study Permit" with dates that cover the entire training period*, and</li> <li>• "Work Permit" with dates that will cover the entire training period.</li> </ul>

	<p><b>CLASS OF LICENCE</b></p> <p>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> <p><b>FULL MAILING ADDRESS</b></p> <p>Enter the Alberta address where you wish to receive mail.</p> <p><b>GENDER STATUS</b></p> <p>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><b>MARITAL STATUS</b></p> <p>Please select the one option that best represents your marital status.</p> <p>Married: Two adults in a legal union. You do not have to be residing together (e.g., your partner could be working out of town.)</p> <p>Partner: 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 style="text-align: center;"><b>OR</b></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"><li>• two adults, who declare they are partners</li><li>• two adults not related by blood, living in a platonic relationship, who declare they are partners</li><li>• 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.</li></ul>
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	<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><b>PREFERRED LANGUAGE</b></p> <p>Please note this is for identification only. Grant services are only available in English at this time.</p>
<b>IDENTITY FACTORS</b>	<p><b>DISABILITY</b></p> <p>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><b>INDIGENOUS</b></p> <p>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><b>IMMIGRATION</b></p> <p>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><b>VISIBLE MINORITY</b></p> <p>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><b>REFUGEE</b></p> <p>Please select the one option that best represents whether you are a Convention Refugee. If you are, please indicate your country of origin.</p>
<b>EMPLOYMENT INFORMATION AND EDUCATION INFORMATION</b>	<p>The Government of Alberta collects your employment/education history to confirm that you demonstrate a need for training to obtain and maintain employment. This information is also used for comparison purposes to determine if your employment situation improves after you have completed training.</p>



<b>SOURCE OF INCOME</b>	Select your current main source of income.
<b>REGISTRATION DECLARATION</b>	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.
<b>EI DECLARATION/ CONSENT</b>	EI claimants who wish to take training while on EI must declare their training.
<b>WCB ACKNOWLEDGEMENT</b>	Please select "Transition to Employment Services".

**2. Discuss over the phone your grant eligibility with Manpower Services.**

Manpower Services will call applicants using the contact information provided on the application form, usually, the same day as the application is received.

**3. Complete an interview with Manpower Services to assess your grant eligibility.**

Manpower Services will schedule virtual or in-person interviews during the phone call with applicants.

**4. Receive an email from Manpower Services with the results of your assessment.**

Applicants who eligible for the grant will receive preliminary approval in the email.

**5. If you receive approval, get a driver medical examination conducted by a physician or nurse practitioner and submit the results to Manpower Services at [driveback@manpower.com](mailto:driveback@manpower.com). This must be done within 15 business days from the date of your approval notification.**

Failure to submit the results of the driver medical examination to Manpower Services within 15 business days will result in the applicant having to contact Manpower Services by phone or email and request another preliminary approval letter. This is required to ensure there is still grant funding available.

Once the results of the driver medical examination are received, Manpower Services 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](http://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](http://www.alberta.ca/commercial-drivers-and-medical-fitness.aspx).

- 6. Receive an email from Manpower Services regarding your eligibility to enroll in training.**
- 7. Enroll in training with a driver training school that can accept grant funding by providing them with your approval notification.**

A list of driver training schools that can accept grant funding for training will be provided in the final approval letter.

**For questions on the application process and an update on your application status, please contact Manpower Services by email at [driveback@manpower.com](mailto:driveback@manpower.com) or by telephone at 1-855-626-7697 or by visiting their website <https://manpowerab.com/driveback>.**

## 6. Completing the Grant Program

To complete the program, all training and testing must be completed prior to March 31, 2021, and a program evaluation survey completed within 90 days of completing the training and testing.

Eligible grant recipients will be given permission to attend full-time training while in receipt of Employment Insurance in accordance with section 25 of the *Employment Insurance Act*. Trainees are required to complete all training components and obtain a Class 1 licence within eight weeks of training commencement, with a registered driver training school. This is not withstanding suspension of training or testing as a result of a public health order, holiday closures or unforeseen circumstances (e.g. illness).

Ballad Consulting Group will work with driver training schools to monitor your progress through the program.

The program evaluation survey will be emailed to grant recipients after they complete the training and testing.

## 7. Freedom of Information and Protection of Privacy Act

The personal information in this form is being collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the grant program. If you have any questions regarding the collection of this information, please contact Alberta Transportation at 780-427-8230 (Edmonton) or 403-297-6679 (Calgary).

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*.

As part of program administration, grant recipient names, progress in the program, and amount of funding are made part of the public record and published on the Government of Alberta Grant Payments Disclosure database at the following link: [www.extranet.gov.ab.ca/env/previous-grant-recipients-database](http://www.extranet.gov.ab.ca/env/previous-grant-recipients-database).

## 8. Contact Information

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

### **Manpower Services**

240, 734 – 7<sup>th</sup> Ave SW

Calgary, AB T2P 3P8

Phone: 1-855-626-7697

Email: [driveback@manpower.com](mailto:driveback@manpower.com)

Website: <https://manpowerab.com/driveback/>

### **Ballad Group**

354, 10113 104th Street NW

Edmonton, Alberta T5J 1A1

Phone: 1-855-295-7180

Email: [db2w@balladgroup.ca](mailto:db2w@balladgroup.ca)

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