



This is your B.C. driver training school licence application package

Read all of the following information carefully before completing and submitting your application package. Once completed, return it to the address below.

Use this checklist to ensure your application is complete.

- Application for a B.C. Driver Training School Licence (MV2441)
(Please read detailed instructions located on reverse side of this form)
- Driver Training School Instructor List (MV2412B)
- Driver Training School Vehicle List (MV2415)
- Driver Training School Fee Schedule (MV2414)
- Authorized Access to ICBC information – Password Administrator List (DTC403)
- Driver training school security bond
- Driver training school licence Fee – \$100

Get a security bond

Your driver training school must furnish and maintain a security bond (refer to section 27.05 in Division 27 of the Motor Vehicle Act Regulations). You can access Division 27 and other driver licensing legislation on our Legislation page at dctbc.com.

Bond types	Instructions
Insurance bond (most common type)	<ul style="list-style-type: none"> • An insurance bond must be issued in the registered name of the school by an insurance company. • You'll need to provide us with the original signed copy — stamped with the insurance company's seal. • A photocopy is not accepted.
Cash bond	Must be a certified cheque payable to ICBC
GIC, term deposit, or letter of credit	<ul style="list-style-type: none"> • Your financial institution must issue these types of bonds in the registered name of the school under a Safekeeping Agreement provided by ICBC. • It must be the original signed copy stamped by the financial institution. A photocopy is not accepted.

Note: If you decide to close your school, your security bond will be held for two years (claim limitation period) as required by Section 7 of the B.C. Bonding Act.

Register with BC Registries & Online Services

You must register your school name with the BC Registries & Online Services and maintain a registered office in B.C. where your school records will be kept. It's important that you choose a school name that is not affiliated in any way with ICBC (i.e., Roadstar, Roadsense, etc.) .../2



A link to the corporate registry website for online name requests and company registration is available on our driver training website (dtcbc.com) under Driving schools | Applying for a driver training school licence.

You may also contact:

- BC Registries & Online Services (Victoria) at 1-877-526-1526, or
- Canada-BC Business Service Centre (Vancouver area) at 604-775-5525.

Private Career Training Institutions Agency registration

Driver training schools offering other types of career training (e.g., construction or heavy equipment) along with driver training may be required to register with the Private Career Training Institutions Agency (PCTIA).

Schools interested in offering these types of training should contact PCTIA regarding registration requirements. You can contact PCTIA at 1-800-661-7441 or visit their website at pctia.bc.ca for more information.

Road test booking service

Driver training schools must abide by the Road test booking application terms and conditions for schools on icbc.com when booking road tests by phone or using the online road test booking service icbc.com.

It's also required that before schools book road tests on behalf of their students, they must first obtain written authorization from each student to disclose their personal information to ICBC for the purpose of booking a road test. The enclosed Road Test Booking Service — Student Consent and Release (DTC205) form is provided for this purpose. You may photocopy it or print additional copies from our online resource page on dtcbc.com.

Access to the stakeholder community (secure) website and WebDEAS (online road test booking service)

Members of B.C.'s driver training industry are given secure access to our stakeholder community (secure) website. This page provides information about various ICBC initiatives relevant to the driver training industry.

When issuing your school licence, we'll provide you with a user ID and temporary password. If you also request access to the online road test booking service (WebDEAS), you'll be able to use this user ID and password to access the WebDEAS booking system.

To request your user ID and temporary password, complete and sign the attached Authorized Access to ICBC Information — Password Administrator List (DTC403).

What is a password administrator?

Password administrators are individuals that you designate to contact ICBC when having problems accessing the secure website or WebDEAS (such as invalid or revoked passwords).

What is a WebDEAS security keyword?

A WebDEAS security keyword is a word predetermined by each designated password administrator. When a password administrator calls ICBC when having problems accessing the secure website or WebDEAS, they'll be asked to provide their security keyword to confirm their identity.



**Application for a British Columbia
Driver Training School Licence**

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM PRIOR TO COMPLETING.

I hereby apply to the Insurance Corporation of British Columbia to operate a Driver Training School in accordance with the provisions of the Motor Vehicle Act and Regulations of the Province of British Columbia.

Section 1 School Information

LEGAL NAME OF DRIVER TRAINING SCHOOL		DTC # (IF EXISTS)	NAME OF OWNER	
REGISTERED ADDRESS		CITY	POSTAL CODE	TELEPHONE
CELL PHONE (IF AVAILABLE)	FACSIMILE (IF AVAILABLE)	EMAIL ADDRESS (REQUIRED)		
BRANCH OFFICE ADDRESS (IF APPLICABLE)		CITY	POSTAL CODE	TELEPHONE

Section 2 Application Type and Requirements

Application Type
 Original Renewal Duplicate

Application Details – Check the applicable items below to ensure you have included them with your submission.

<p>If you are applying for an original or renewal licence, include the following with your application:</p> <input type="checkbox"/> Instructor List (MV2412B) <input type="checkbox"/> Vehicle List (MV2415) <input type="checkbox"/> Copy of Current Vehicle Inspection Form (CVSE0014) <input type="checkbox"/> Fee Schedule (MV2414) <input type="checkbox"/> Authorized Administrator List (DTC403)	<p>School Licence fees (fees are payable to ICBC)</p> <input type="checkbox"/> \$100.00 for an original or renewal licence <input type="checkbox"/> \$15.00 for each duplicate or additional licence required <p>Number of Licences required? _____</p> <p>Total amount enclosed: \$_____</p>
<p>If you are applying for an original licence, you must also include with the items above, the following:</p> <input type="checkbox"/> Proof of Bond <input type="checkbox"/> Proof of Company Registration	

Section 3 Declaration

To the Insurance Corporation of British Columbia

By signing this form I declare that

- the information provided in support of this application is true and correct
- I have disclosed any affiliation with ICBC, including my employment, or family's employment, with an ICBC appointed agent or Service BC driver licence office.
- I am responsible for ensuring compliance with all applicable personal information privacy laws and the secure management of all customer personal information, and
- if I choose to book road test appointments on behalf of my students, I confirm I've read and will fully comply with, Division 27 of the Motor Vehicle Act Regulations available on the Legislation page at dtcbc.com, the Road test booking application legal terms for schools on icbc.com, and Code of Conduct (DTC410).

SIGNATURE OF APPLICANT

DATE

Please return your completed application to the address provided on the back of this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1 — School Information

Please complete this section in its entirety in order for us to confirm your identity. We require that you provide your email address so that we are able to send you timely information relating to applicable driver training programs and ICBC initiatives.

NOTE: If you are providing branch office information and do not have adequate space, please attach additional pages as required.

Section 2 —Licence Application Details

Application Type – This section is used to identify the type of school licence you are applying for.

Original – 1st British Columbia Driver Training School Licence issued.

Renewal – For renewal of School licence. School licences expire on the last day of the 11th month from date of issue. *Duplicate* – When applying for duplicate (additional or replacement) licences.

Application Details – Complete this section to ensure you have included the required documents with your application. Check only the boxes that apply to your type of application.

Instructor List (MV2412B)

List of all licensed instructors employed by the Driving Training School. Required for original and renewal applications.

Vehicle List (MV2415)

List of all vehicles used by the Driver Training School to conduct practical driver training. Required for original and renewal applications.

Copy of Current Vehicle Inspection Report (CVSE0014)

Required for original and renewal applications.

- Does not apply to class 6/8 vehicles (motorcycles)

Fee Schedule (MV2414)

List of training fees charged for training provided by the Driver Training School. Required for original and renewal applications.

Proof of Bond

Driver Training Schools are required to hold and maintain security for the protection of the contractual rights of their students. For further details, see Division 27 of the *Motor Vehicle Act Regulations*. Required for original applications only. Original copy of bond is required.

Proof of Company Registration

Driver Training Schools must register their company with the Registrar of Companies and include with this application, proof of registration. Required for original applications only.

Registration with the Private Career Training Institutions Agency (PCTIA)

Driver Training Schools offering other types of career training (e.g. construction or heavy equipment) along with driver training may be required to register with the Private Career Training Institutions Agency (PCTIA). Schools interested in providing these types of training should contact PCTIA regarding registration requirements. You can contact PCTIA at 1-800-661-7441 or visit their website at pctia.bc.ca for more information.

Authorized Administrator List (DTC403)

A list of designated individuals responsible for contacting ICBC to book road tests on behalf of the driver training school in the event that access problems to the On-line Road Test Booking Service ("WebDEAS") or Driver Training Industry Information webpage occur.

School Licence Fees – Complete this section to indicate the number school licences you require and the amount of fees enclosed with your application.

- The cost of an original or renewal licence is \$100.00. There is \$15.00 fee for each duplicate (additional or replacement) licence.
- Each licence purchased is accompanied by a wallet size version.
- Fees can be paid by cheque or credit card (Master Card or Visa only).
- Fees are payable to the Insurance Corporation of British Columbia (ICBC).

Return this completed application to:

ICBC, Driver Training Industry Support
P.O. Box 3750
Victoria, BC V8W 3Y5

Additional contact information:

Telephone: 250-978-8370
Toll free: 1-866-339-0363
Facsimile: 250-978-8032
Website: dtcbc.com



Driver Training School Instructor List

This form must be completed by all driver training schools at the time of application for a British Columbia Driver Training School Licence. ICBC's Driver Training Industry Support Unit must also be notified immediately when changes to instructor personnel occur.

NAME OF DRIVER TRAINING SCHOOL	DTC #
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Section 1 Instructor List

List all instructors employed by the above mentioned school indicating each type of instruction he/she provides at the school. Please attach additional sheets if your instructor list is longer than the list provided (**Note:** you only need to sign one declaration).

Type of instructor: The category of instructor is used to determine the bond amount required for an instructor. To determine the category of instructor (L or H), check the designations for each instructor.

- If only designations in the Instructor Category (L) column are checked, enter an "L" under the Category column for that instructor.
- If designations are checked in both Instructor Category (L) and Instructor Category (H) columns, enter an "H" under the Category column for that instructor.

Bonding amounts

- Category L instructors: \$2,000 per instructor — to a maximum of \$10,000
- Category H instructors: \$3,500 per instructor

To calculate the total amount of bond required, visit <http://dtcbc.com/driving-schools/applying-for-school-licence.asp> and click on 'Get a security bond' to use the online bond calculator.

Name of Instructor	DL No.	Instructor Licence Designations		Category (L or H)
		Instructor Category (L)	Instructor Category (H)	
Example 1: Joe Instructor	0000321	<input checked="" type="checkbox"/> 5/7 <input checked="" type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC Trainer (employees only) <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	High Class <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air ITC Trainer <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	L
Example 2: Fred Trainer	0000321	<input checked="" type="checkbox"/> 5/7 <input checked="" type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC Trainer (employees only) <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	High Class <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> Air ITC Trainer <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	H
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Section 2 School Declaration

I declare that the above information is true and correct.

SIGNATURE OF SCHOOL SIGNING AUTHORITY

DATE

RETURN TO: ICBC, DRIVER TRAINING INDUSTRY SUPPORT, PO BOX 3750, VICTORIA, BC V8W 3Y5. PHONE: 250-978-8370, TOLL FREE: 1-866-339-0363, FAX: 250-978-8032



Driver Training Fee Schedule

NAME OF SCHOOL	DTC#
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Section 1 Individual Lesson Fee

Specify below the fees charged for individual lessons				
Type of Training	Fee 1 person in vehicle	Fee More than 1 person in vehicle (indicate #)	Duration of Each Lesson	
			Hour(s)	Minutes
Class 1				
Class 2				
Class 3				
Class 4				
Class 5/7 Automatic				
Class 5/7 Manual				
Class 6/8 Novice				
Class 6/8 Final				

Section 2 Complete Course Fee

Specify below the fees charged for complete courses				
Type of Training	Fee 1 person in vehicle	Fee More than 1 person in vehicle (indicate #)	Duration of Each Course	
			Hour(s)	Minutes
Class 1				
Class 2				
Class 3				
Class 4				
Class 5/7 Automatic				
Class 5/7 Manual				
Class 6/8 Novice				
Class 6/8 Final				

Section 3 Theory Course Fee

Specify below the fees charged for theory courses only			
Type of Training	Fees	Duration of Each Course	
		Hour(s)	Minutes
Safe Driving			
Air Brake			
Other Courses	Fees	Hour(s)	Minutes

TO THE INSURANCE CORPORATION OF BRITISH COLUMBIA

I declare that the above information is true and correct:

Signature of Signing Authority Title (if for limited company) Date

RETURN TO: ICBC, DRIVER TRAINING UNIT, PO BOX 3750, VICTORIA, BC V8W 3Y5. TELEPHONE: 250-978-8370, TOLL FREE: 1-866-339-0363, FACSIMILE: 250-978-8032



Student Consent and Release
Road Test Booking Service

Prior to a driver training school booking a road test on behalf of a student, the student must provide his or her consent for the school to book a road test on the student's behalf and disclose personal information about that student to ICBC for the purpose of booking a road test. The completed form must be kept in the student record.

I _____ authorize _____
NAME OF STUDENT NAME OF DRIVER TRAINING SCHOOL

to book road tests on my behalf and disclose the following personal information to the Insurance Corporation of British Columbia (ICBC) for the purpose of booking a road test, in accordance with sections 26 and 27 of the Freedom of Information and Protection of Privacy Act (the Act):

- My name
- My learner's licence number
- My e-mail address (if applicable)
- My contact phone number

1. I understand that if I fail to attend a road test appointment booked on my behalf without providing either at least 48 hours notice of cancellation to ICBC, or a reason for my failure to attend that is satisfactory to ICBC, I will be charged a \$25.00 fee for each missed test at my next road test appointment. This \$25.00 fee is in addition to the usual road test fees.
2. I understand and agree that ICBC may use the above information to update its customer database, and that ICBC will not disclose the above personal information to any external third party without my consent except where authorized by law, or for law enforcement purposes.
3. I understand that ICBC maintains physical, electronic, and procedural safeguards in compliance with the Act to protect my personal information.

SIGNATURE OF STUDENT

DATE

If the student has any questions regarding how his or her personal information will be used by ICBC, he or she may contact:

Driver Testing & Vehicle Information Services
 151 West Esplanade
 North Vancouver BC V7M 3H9
 Telephone: 604-661-2255
 Toll Free: 1-888-715-7775



Authorized Access to ICBC Information — Authorized Administrator List

NAME OF SCHOOL	DTC NUMBER (if known)
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List of Authorized Administrators

I designate the following persons (maximum of five) as authorized administrators responsible for contacting ICBC to book road tests; or in the event of access problems to the online Road Test Booking Service (WebDEAS) or the secure Driver Training Stakeholder Community website.

1)	_____	_____	_____
	NAME	DL NUMBER	SECURITY KEYWORD
2)	_____	_____	_____
	NAME	DL NUMBER	SECURITY KEYWORD
3)	_____	_____	_____
	NAME	DL NUMBER	SECURITY KEYWORD
4)	_____	_____	_____
	NAME	DL NUMBER	SECURITY KEYWORD
5)	_____	_____	_____
	NAME	DL NUMBER	SECURITY KEYWORD

School Declaration

To the Insurance Corporation of British Columbia:

1. The information provided by me on this form is true and correct;
2. I acknowledge that I have read and agree to comply with the Road test booking application legal terms for schools on icbc.com;
3. I acknowledge that only the authorized administrators identified on this form may contact ICBC to book road tests and in the event that access problems occur, and understand that any violation of these procedures or with the Road test booking application legal terms for schools on icbc.com may result in the removal of my road test booking privileges.

_____	_____	_____
OWNER/OPERATOR (please print)	SIGNATURE	DATE

Purpose and Principles

The Code of Conduct (hereinafter the “Code”) sets out ICBC’s expectations for professional conduct from its driver training stakeholders. It has been developed in a spirit of fairness and in support of British Columbia’s community of driver training schools and instructors.

ICBC respects the expectation of schools and instructors to access timely testing services for their students and to have their questions and concerns heard. This Code supports these goals, while also enabling ICBC staff or agents of ICBC to provide customers with safe and convenient access to the professional service to which they are entitled.

Driver training school owners/operators, their driver training instructors and/or any other staff who violate the Code may have their school’s road test booking privileges suspended.

Code of Conduct

Driver training schools will make every attempt to ensure that:

1. Their employees do not interfere with the ability of ICBC staff or agents of ICBC to conduct their business;
2. Their employees do not use any device to record the road test route or make any visual or audio recording of an ICBC employee, any person who is in an ICBC office or is taking an ICBC-conducted driver examination;
3. Their employees do not solicit business at ICBC offices;
4. For every test booked by the driver training school, a candidate will appear at the driver licensing office at the appropriate time with an acceptable vehicle, and be prepared to be tested; and
5. They will review the Code annually with their employees.

Driver training instructors will:

6. Not make derogatory comments about or engage in confrontations with students, other driver training schools, driver training instructors, or driver examiners;
7. Not attempt to influence or offer gifts or other benefits to a driver examiner or any other ICBC employee in the conduct or outcome of a road test;
8. Not practice in or otherwise use parking lots at ICBC offices during business hours, except for parking, as required, to attend a road test appointment or for legitimate personal business, such as an instructor’s own licensing transactions;
9. Not request a specific driver examiner or refuse a specific examiner to test their students – except where the driver examiner previously tested that student, and there are other driver examiners available at that location;
10. Not interfere with driver examiners, examinees or road test vehicles during road tests;
11. Ensure that their students present themselves to the test location at least 15 minutes prior to the road test appointment time;
12. Ensure that they have their student’s permission to discuss test results with the driver examiner, so as to respect the student’s right to privacy; and
13. Ensure that vehicles presented for road testing meet Motor Vehicle Act and Motor Vehicle Act Regulations safety standards, are properly licenced and insured, and that Commercial Vehicle Inspection Permit (CVIP) stickers, if applicable, are current.