



building trust. driving confidence.

July 4, 2017

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Name of School: «**SCHOOLFACILITY\_NAME**»

Your Driver Training School Licence expires on «**LIC\_EXP**».

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## Here is your B.C. driver training school licence renewal package

It is important that you return your completed package to us as soon as possible to avoid a delay in issuing your renewal licence.

If we don't receive your completed renewal package, we'll assume that you're no longer operating as a B.C. driver training school. Once your school licence expires, your school file will be closed and you'll no longer be able to provide driver training.

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### Enclosed forms

1. Application for a B.C. Driver Training School Licence (MV2441)
2. Driver Training School Instructor List (MV2412B)
3. Driver Training School Vehicle List (MV2415)
4. Driver Training School Fee Schedule (MV2414)
5. Authorized Access to ICBC information – Authorized Administrator List (DTC403)
6. Full agreement and/or full extension agreement (see back page for details)

### Debts or fines owed to ICBC

If you have any debts or fines owing to ICBC, they'll need to be paid before we issue an instructor's licence.

.../turn over

Important Information continued...

### Agreements held by driver training schools

If you are a driver training school that holds one or more driver training or certification agreements, these agreements expire on the same date as your driver training school licence. The renewal process allows you to renew your school licence and **all** Agreements held by your school during the same annual renewal period.

- If you offer an **ICBC-approved driver education course**, you'll find enclosed an agreement that needs to be signed and returned to our office so we can extend the term of your agreement. Please note that if your course has changed significantly from your previous application, you must re-submit your course for re-approval (**see agreement and schedule(s) for course requirements**). Also complete the enclosed Approved Driver Education Course Signing Authorities (DTC213) form.
- If you are a **driver certification facility** approved to conduct airbrake pre-trip assessments and/or motorcycle skills assessments, you'll find enclosed a Commercial Vehicle Driver Certification Extension Agreement and/or a Motorcycle Skills Assessment Facility Extension Agreement. This extension agreement(s) needs to be signed and returned to our office along with the completed driver certification renewal application package.

If you meet the requirements for continued participation in the Driver Certification Program, a copy of the extension agreement(s) signed by ICBC will be sent to you.

- If you are an **instructor training facility** authorized to conduct an instructor training program, you'll find enclosed an Instructor Training Facility Certification Extension Agreement that needs to be signed and returned to our office along with the following form for us to review:
  - Instructor Training Facility Personnel List (DTC306) — Facilities should list all individuals currently approved as instructors, assessment officers and signing authorities according to the facility's certification authority as defined in their certification agreement.

Please note that you'll need to send us the full agreement and/or full extension agreement in order to complete your renewal application. We are unable to accept just the signature page.



**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

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

<p>If you are applying for an <b>original</b> or <b>renewal</b> 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><b>School Licence fees</b> (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 <b>original</b> 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* – 1<sup>st</sup> British Columbia Driver Training School Licence issued.

*Renewal* – For renewal of School licence. School licences expire on the last day of the 11<sup>th</sup> 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](http://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 and 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](http://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)	
<b>Example 1: Joe Instructor</b>	<b>0000321</b>	<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	<b>L</b>
<b>Example 2: Fred Trainer</b>	<b>0000321</b>	<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	<b>H</b>
		<input type="checkbox"/> 5/7 <input 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 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	
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		<input type="checkbox"/> 5/7 <input 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 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	

## 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



# 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.