



building trust. driving confidence.

January 20, 2021

Name of Instructor: «Given_Name1» «Given_Name2» «Instructor_Surname»

Your Driver Training Instructor Licence expires on «LIC_EXP».

Here is your B.C. instructor 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 providing instruction as a B.C. driver training instructor. Once your instructor's licence expires, your instructor file will be closed and you'll no longer be able to provide driver training.

Enclosed forms

1. **Application for a B.C. driver training instructor's licence (MV2412)** — Please complete all sections of this form to avoid delay in processing your application.
2. **Criminal Record Search** (within Canada) — Present the Important Notice: Requirement for Criminal Record Search (DTC108) to an RCMP or municipal police detachment to have a criminal record search completed. **It is important that you have your record search completed as soon as possible to avoid delays in processing your application.**
3. **Code of Conduct (DTC410)** – Sets out ICBC's expectations for professional conduct from its driver training stakeholders.

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.



Application for a British Columbia Driver Training Instructor's Licence

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

I hereby apply to the Insurance Corporation of British Columbia for a Driver Training Instructor's Licence in accordance with the provisions of the Motor Vehicle Act and Regulations of the Province of British Columbia.

Section 1 Personal Information

SURNAME		GIVEN NAMES		DRIVER'S LICENCE #	DATE OF BIRTH (dd/mmm/yyyy)
STREET ADDRESS				CITY	POSTAL CODE
TELEPHONE	CELL PHONE (IF AVAILABLE)	EMAIL ADDRESS (REQUIRED)		FACSIMILE (IF AVAILABLE)	

Section 2 Licence Application Details

Application Type

Original (Requires the completion of an instructor training course — see back of form for details)

Renewal Reinstatement Duplicate

Designation(s)

I am applying for a Driver Training Instructor's Licence with the following Designation(s):

Class: ① ② ③ ④ ⑤/⑦ ⑥/⑧

GLP / GLT (to teach both the practical and classroom portion of an ICBC-approved driver education course) — See back of form for details (If required, attach a Graduated Licensing Program Instructor's Course Completion Certificate (MV2488) provided by the training facility).

GLP (to teach only the practical portion of an ICBC-approved driver education course) — See back of form for details. (If required, attach a Driver Training Instructor's Course Completion Certificate (MV2499) provided by the training facility).

Section 3 Application Requirements Checklist

To assist you in completing this application, please check off only the items applicable to your submission

Driver Training Instructor Medical Evaluation Form (DTC109) **or** copy of Driver's Medical Examination Report (**Not required for renewal application**)

Driver Training Instructor Medical Examination Request/Consent (**Not required for renewal application**)

Criminal Record Search (within Canada)
Have you been charged or convicted of a criminal offence in a jurisdiction outside of Canada? Yes No

Instructor Licence fees (fees are payable to ICBC – see back of form for further details)

\$30.00 for an original or renewal licence

\$15.00 for each duplicate or additional licence required

Number of Licenses required? _____ Total amount enclosed: \$ _____

Section 4 Declaration

By signing this form I declare to the Insurance Corporation of British Columbia that

- the information provided in support of this application is true and correct
- I acknowledge that failure to provide full disclosure may result in the denial of my application and/or the cancellation of any licence issued to me
- 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 have not been charged or convicted of a criminal offence in a jurisdiction outside of Canada
- I will immediately advise my doctor if I experience any medical condition that could affect my ability to safely operate a motor vehicle, and
- as the owner or authorized employee of a driver training school, 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

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

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1 — Personal Information

Please complete this section in its entirety in order for us to confirm your identity and contact you when necessary. We also 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.

Section 2 — Licence Application Details

This section is used to identify the type of instructor's licence you are applying for.

Application type

- **Original** — 1st British Columbia driver training instructor's licence issued. Requires the satisfactory completion of an instructor training course conducted by an authorized instructor training facility. Upon satisfactory completion of an instructor training course, a Driver Training Instructor's Course Completion Certificate (MV2499) will be issued by the facility. This certificate must be provided to the Driver Training Industry Support Unit as proof that the requisite training has been completed.
- **Renewal** — For renewal of instructor's licence. Instructor licences expire on the last day of the 24th month from date of issue.
- **Reinstatement** — Instructors may reinstate their instructor's licence within two years of their instructor licence expiry.
- **Duplicate** — When applying for duplicate (additional or replacement) licences.

Applicable Classes

Example 1: If you are applying for an instructor's licence to teach Class 5/7 (car), check off the following:

① ② ③ ④ ⑤/ ⑦ ⑥/ ⑧

Example 2: If you are applying for a Class 1 instructor's licence, you are entitled to the following designations:

① ② ③ ④ ⑤/ ⑦ ⑥/ ⑧

GLP (practical) and GLT (theory) designations

These designations are issued to licensed driver training instructors who have satisfactorily completed a GLP instructor course at the Justice Institute of British Columbia. These designations authorize the instructor to teach both the in-car (practical) and classroom (theory) portions of an ICBC-approved driver education course.

- A GLP Instructor Course Completion Certificate (MV2488) must be attached if this is the first time applying for this designation.
- This automatically entitles the instructor to a theory designation on his or her instructor's licence.

GLP – practical only designation

This is a practical designation and is issued to licensed driver training instructors who have satisfactorily completed a GLP instructor course at an authorized instructor training facility.

- A Driver Training Instructor Course Completion Certificate (MV2499) must be attached if this is the first time applying for this designation.
- This authorizes the instructor to teach the in-car (practical) portion of an ICBC-approved driver education course.

Section 3 — Application Requirements Checklist

This section identifies the requirements that individuals must meet in order to obtain an instructor's licence. Check only the boxes that apply to your application.

Criminal Record Search (to be conducted by an RCMP or municipal police detachment) — This is required for original and renewal applications and must be completed within one year of your current application date. Note: If you have been charged or convicted of a criminal offence in a jurisdiction outside of Canada, you must provide details on a separate sheet and attach it to your application (i.e., location and date of offence, description, results/outcome)

Driver Training Instructor Medical Evaluation Form (DTC109) — This form is to be completed by the applicant's family physician. **This form is not required when applying for renewal of an instructor's licence.**

Driver Training Instructor Medical Examination Request/Consent Form (DTC109) — This form is to be completed by the applicant for **original applications only.**

Instructor Licence Fees (payable by cheque or credit card (Master Card or Visa only))

- Fees are payable to the Insurance Corporation of British Columbia (ICBC).
- The cost of an original or renewal licence is \$30.00. There is \$15.00 fee for each duplicate (additional or replacement) licence required.
- Each licence purchased is accompanied by a wallet size version.

Section 4 — Declaration

You must sign this section to declare that the information provided in the application is true and correct. By signing this declaration, you are also confirming that you have disclosed any affiliation with ICBC.



Important Notice Request for Criminal Record Search

The following is provided to assist you, as a driver training instructor applicant, in obtaining the necessary disclosure of information:

Complete a criminal record search

Please present this notice to a Police or RCMP detachment in order to have a criminal record search completed. Because a driver training instructor may provide training to minors, **a vulnerable sector search must also be completed for you.**

Complete a fingerprint comparison (if necessary)

To verify your identity and/or release any record information, it may be necessary for you to have a Fingerprint Comparison completed by the Police or RCMP detachment. You'll need to then forward your Fingerprint Comparison to Ottawa to have your information released for our review.

NOTE: As it may take up to 120 days (four months) or more to receive this information, it is important for you to begin this process immediately.

Submit your criminal record information to ICBC

Submit the completed Disclosure of Criminal Record Information form (original copy) and the results of the Fingerprint Comparison (if applicable) to:

**ICBC
Driver Training Industry Support
PO Box 3750
Victoria BC V8W 3Y5**

Attention: Craig Stirling, Manager

If you have any questions or concerns regarding these procedures, please don't hesitate to contact us.



Introduction

The purpose of this Code of Conduct is to establish and communicate a set of principles and guidelines for the proper conduct of driver training instructors, driver training schools, and instructor training facilities licensed under [Division 27](#) of the *Motor Vehicle Act Regulations* (the “licensees”).

As part of their application and renewal processes, applicants and licensees must review the Code of Conduct and by signing the Insurance Corporation of British Columbia (ICBC) application they are indicating that they have read and understood, and will comply with this Code of Conduct. Driver training schools and instructor training facilities must review this Code of Conduct with new employees during onboarding and annually with all employees.

A breach of this Code of Conduct by licensees may result in the suspension or cancellation of a driver training school's road test booking privileges or further action being taken by ICBC against the licensee under [Division 27](#) of the *Motor Vehicle Act Regulations*. These actions would be in addition to any other sanctions that may be imposed by law (e.g., charges for federal or provincial offences).

Posting of this Code of Conduct

The Code of Conduct is posted on icbc.com/dscodeofconduct. Driver training schools and instructor training facilities will post a copy of the Code of Conduct that is clear and legible, and keep it posted, in each place of business, including the business website, where it will stand out and be easily noticed by customers.

The Code of Conduct

1. Licensees will comply with the [Motor Vehicle Act](#) and its regulations and any other relevant and applicable law.

- 1.1 Licensees will immediately notify ICBC should they be charged with an offence listed under [Divisions 27](#) or [28](#) of the *Motor Vehicle Act Regulations*, convicted of an offence listed under [Divisions 27](#) or [28](#) of the *Motor Vehicle Act Regulations*, or receive a driving suspension or prohibition.
- 1.2 Licensees will not aid, abet, counsel, or overlook any federal or provincial offenses committed by another licensee, a licensee's agent, or a student in the context of driver training.

2. Licensees will act with honesty and integrity recognizing that they are in a position of trust and authority.

- 2.1 Licensees will not:
 - act in a misleading or deceptive manner towards customers
 - threaten, harass, physically or verbally abuse customers, other licensees, or ICBC employees or its agents
 - use substances that may affect their ability to conduct driver training, including drugs, alcohol, cannabis, or medication
 - allow customers to drive if they appear to be affected by drugs or alcohol
 - accept or solicit bribes or facilitate the bribery of ICBC employees or agents
 - improperly use their position or knowledge as a licensee for personal benefit

Examples of misconduct

- Selling or assisting with the sale of a road test appointment
- Attempting to influence the outcome of a road test by offering gifts or other benefits to a driver examiner or any other ICBC employee or agent
- Promising a customer that they will pass a road test

3. Licensees will treat all persons equally and with dignity and respect.

- 3.1 For example, they will not discriminate against a person because of the person's Indigenous or other racial identity, colour, ancestry, place of origin, religion, marital or family status, physical or mental disabilities, sex, sexual orientation, gender identity or expression, or age, pursuant to the [Human Rights Code](#).

Examples of misconduct

- Refusing service to a person because they are Indigenous
- Inappropriate language or making obscene gestures or actions in the presence of customers or while conducting driver training
- Making comments or displaying pictures or written materials depicting racial or sexual stereotypes or other demeaning content
- Making suggestive or derogatory comments about a person's physical appearance, racial or ethnic background, sex, gender identity, or sexual orientation

Driving School Concerns? Visit icbc.com/dscodeofconduct

4. **Licensees will not engage in sexual harassment or inappropriate touching and will not conduct themselves in a manner that could be construed as sexual harassment.**

Examples of misconduct

- Unnecessary familiarity with customers such as deliberately touching the customer for any reason other than a safety manoeuvre (such as to avoid a crash)
- Making offensive jokes, lewd comments, or using offensive language
- Displaying pictures or written materials that can be interpreted as offensive or obscene
- Initiating communication of a sexual nature or asking questions about personal relationships

5. **Licensees will conduct themselves professionally and will strive to strengthen and uphold public confidence in the driver training industry.**

5.1 This means that they will:

- protect the health, safety and wellbeing of customers and other road users
- comply with all Government orders related to public health and safety
- respond to customer inquiries or concerns with promptness and courtesy
- maintain proper standards of dress and personal hygiene
- ensure driver training vehicles are safe, clean, tidy, and smoke-free

5.2 This means that they will not:

- conduct themselves in a way that could diminish the reputation of the driver training industry, other licensees, or ICBC or its agents
- deliver or advertise driver training for which they are unqualified or unlicensed
- allow private interests to improperly influence professional conduct

Examples of misconduct

- Permitting a customer to speed or make unsafe driving manoeuvres during lessons
- Speaking negatively about another licensee to gain a customer's business
- Making representations that may be damaging to the reputation of ICBC or its agents
- Engaging in public confrontations with customers, other licensees, or ICBC employees or agents
- Wearing clothing with inappropriate language or pictures
- Smoking, including the use of e-cigarettes or vaping, or allowing others to smoke in a driver training vehicle used for lessons
- Having customers stop at a coffee shop or restaurant the licensee or their friends and family has a profitable interest in, or may receive a free meal from
- Running errands or conducting personal business while instructing

6. **Licensees will support road safety and the provision of driver licensing services to British Columbians.**

6.1 Licensees will not undermine road safety by disrupting the testing and licensing of drivers.

Examples of misconduct

- Teaching customers the test route rather than teaching how to drive safely
- Conducting practical training in driver licensing office parking lots during office hours
- Interfering with driver examiners, examinees or road test vehicles during testing
- Soliciting business at ICBC offices
- Using a device to record an ICBC road test route or anyone taking a driver examination
- Distributing, circulating or publishing video footage taken of driving tests from in-car cameras
- Sharing photos, audio or video recordings, drawings, notes, or other representations that could undermine the integrity of ICBC testing
- Requesting or directing a customer to request a specific driver examiner

7. **Licensees will not disrupt, undermine, or interfere with ICBC's road test booking process or ICBC business generally.**

7.1 This means that they will fully comply with ICBC's Road Test Booking Terms and Conditions and must respect ICBC's road testing process and outcomes.

Examples of misconduct

- Booking or maintaining a booking for a road test appointment for a customer who does not need a road test or appointment
- Selling road test appointments
- Asking for or using a customer's keyword to book a road test appointment
- Using a customer's personal information to book a road test for another customer
- Failing to promptly cancel a road test appointment when the customer for whom it was booked no longer requires a road test
- Disclosing a customer's driver's licence number to ICBC to book an appointment without obtaining that customer's prior written consent using the ICBC Student Consent and Release form
- Becoming hostile with Driver Licensing Office employees about the outcome of a student's road test

8. **Licensees will protect the privacy of customers and safeguard any customer records they possess or control in accordance with any applicable privacy legislation, including the *Personal Information Protection Act* (PIPA).**

8.1 This means that they will not:

- use customer information without their knowledge and consent
- use customer information for a purpose other than for which it was collected
- share customer information with a third party without the customer's consent

Examples of misconduct

- Recording a customer without the customer's consent
- Using a customer's information to reserve a road test appointment for another customer
- Discussing a customer's road test results with ICBC employees, without the customer's consent