



**AGREEMENT BETWEEN  
INSURANCE CORPORATION OF BRITISH COLUMBIA  
AND  
CLASS [Classes]  
ASSESSMENT FACILITY**

This Agreement is made by and between:

**INSURANCE CORPORATION OF BRITISH COLUMBIA**  
(hereinafter referred to as ICBC)

and

**[Owner's Name (if DBA)]  
[FACILITY NAME]  
[Address]  
[City], BC [Postal Code]**  
(hereinafter referred to as the Facility)

**WHEREAS:**

- A. ICBC has a duty under the Motor Vehicle Act and the Commercial Transport Act to regulate and promote safety on public roads and highways;
- B. One means by which ICBC delivers this mandate is by assessing and licensing drivers;
- C. ICBC seeks to achieve program efficiencies in the Assessment of commercial licence applicants by partnering with Assessment facilities in the community who have the required skills and knowledge and specialized vehicles;
- D. ICBC seeks to increase access to driver Assessments for commercial vehicle licences and air brake endorsements;
- E. The Facility has specialized skills and knowledge in the operation of motor vehicles equipped with air brakes and/or in the operation of motor vehicles requiring a Class 1, 2, 3 or 4 licence;
- F. The Facility imparts these skills and knowledge to Driver Trainees through an approved comprehensive course of instruction;

- G. The Facility maintains specialized vehicles and equipment that are not readily available for the Assessment of driver skills and knowledge by Driver Examiners;
- H. The Facility has Assessment service requirements that cannot currently be met by local driver licensing offices;
- I. The Facility is able to assess consistently to current ICBC licensing operations standards;
- J. The Facility agrees to implement changes that may be required during the term of this agreement as ICBC continues to develop new driver training and assessment standards.

**NOW THEREFORE** in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

## 1. Definitions

In this Agreement, the following terms have the meanings set out below:

**“Air Brake Test”** means a test conducted by a Driver Examiner to evaluate a driver’s eligibility for an air brake endorsement.

**“Air Brake Knowledge Test”** means a written or automated test administered by ICBC to evaluate a driver’s knowledge of air brake systems.

**“Approved Course”** means any Class 1, 2, 3, 4 or Air Brake Training Program that is approved by ICBC and conducted by the Facility according to the terms of this Agreement, and includes the Assessment for that class of licence or endorsement.

**“Assessment”** means an evaluation of a Driver Trainee made by an Assessment Officer to determine whether that Trainee meets ICBC’s standards of competence for a Class 1, 2, 3 or 4 licence or an air brake endorsement. A Class 1, 2, 3 or 4 Assessment includes an ICBC-approved on-road Assessment and an ICBC-approved pre-trip inspection.

**“Assessment Officer”** means a qualified person who is authorized by ICBC and employed or contracted by the Facility to conduct Assessments of Trainees for the purpose of Certification under this Agreement. All Assessment Officers must meet the requirements set out in Schedule B of this Agreement.

**“Certification”, “Certify” or “Certified”** refers to issuance of a certificate by the Facility to a Trainee who has successfully completed the facility’s Approved Course and has been assessed by the Facility as meeting ICBC’s standards for a given class of driver’s licence or air brake on-highway use endorsement.

**“Driver Certification Program”** means ICBC’s program to authorize facilities to assess and certify driver trainees, the terms of which are defined in this Agreement.

**“Driver Examiner”** means a person employed by ICBC and qualified to conduct driver examinations.

**“Driver Trainee” or “Trainee”** means a person with a valid Class 1, 2, 3, or 4 learner’s licence who is employed by the Facility and is taking the facility’s Approved Course for that class of licence, or a person who is taking the facility’s Approved Course for an air brake endorsement.

**“Road Test”** means a test conducted by a Driver Examiner to evaluate a driver’s eligibility for a Class 1, 2, 3 or 4 licence.

**“Signing Authority”** means a person entrusted by the Facility to sign forms or maintain records on behalf of the Facility.

**“Training Program” or “Training”** means the course of instruction delivered by the Facility to prepare Trainees to undertake an Assessment, and includes the minimum standards and training requirements set out in Schedules A and C.

## 2. Term

- 2.1. This Agreement is effective on the date the Agreement is signed by both parties and shall remain in effect until midnight of the expiry date of the facility’s driver training school licence, unless terminated earlier by ICBC or the Facility in accordance with this Agreement.
- 2.2. Prior to expiry of the term of this Agreement, the Facility must apply to ICBC in writing and submit an annual report in a form acceptable to ICBC if it wishes to continue in the Driver Certification Program.
- 2.3. The Facility’s continued participation in the Driver Certification Program after the expiry of this Agreement will be at ICBC’s sole discretion. ICBC does not guarantee renewal or extension of this Agreement beyond its original term or any renewal or extension thereof.

### **3. Certification Authority**

- 3.1. ICBC authorizes the Facility to Certify Trainees who successfully complete the Approved Course offered by the Facility, as candidates for licensing by ICBC.
- 3.2. ICBC may, in its sole discretion, waive the requirements for Air Brake Tests or Road Tests for Trainees Certified by the Facility under paragraph 3.1.
- 3.3. Despite the foregoing, ICBC reserves the right, in its sole discretion, to require the following:
  - 3.3.1. that a Road Test be conducted by a Driver Examiner for any reason whatsoever, including, without limiting the generality of the foregoing, for the purpose of random testing to assess the abilities of Trainees Certified by the Facility and to monitor the Assessment standards of the Facility;
  - 3.3.2. that an Air Brake Test be conducted by a Driver Examiner for any reason whatsoever, including, without limiting the generality of the foregoing, for the purpose of random testing to assess the abilities of Trainees Certified by the Facility and to monitor the Assessment standards of the Facility;
  - 3.3.3. that the Facility revise its Training Program, should ICBC change its requirements for course content and/or delivery method;
  - 3.3.4. that the Facility revise the content and conduct of its Assessments, should ICBC change its requirements for Assessment content and/or delivery method.
- 3.4. The parties recognize and acknowledge that the Certification of a Trainee by the Facility and waiver of testing requirements by ICBC does not guarantee the issuance of a driver's licence or air brake endorsement without compliance by the Trainee with any medical or other requirements established by the Superintendent of Motor Vehicles.

### **4. Responsibilities of ICBC**

- 4.1. ICBC is solely responsible for licensing drivers under the Motor Vehicle Act. Nothing in this Agreement constitutes a delegation of licensing authority to the Facility, and ICBC reserves the right, in its sole discretion and under the terms of the Motor Vehicle Act to deny the issuance of a licence or licence endorsement to an applicant Certified by the Facility.

- 4.2. ICBC will, before issuing a driver's licence or licence endorsement to an applicant Certified by the Facility, satisfy itself that the Facility is competent to evaluate the skills, knowledge and ability of the applicant.
- 4.3. ICBC will conduct audits of the Facility from time to time in its sole discretion, to ensure that the Assessment standards of the Facility are fair and consistent with those of the Road Test and Air Brake Test set by ICBC, and that the Facility is otherwise in compliance with the terms of this Agreement.
- 4.4. If, in ICBC's opinion, the Facility is not applying standards fairly and consistently, or is not in compliance with the terms of this Agreement, ICBC may, in its sole discretion either:
  - 4.4.1. Provide the Facility with written notice of the problems and give the Facility such period of time as ICBC sees fit to remedy the problems to ICBC's satisfaction, failing which ICBC will terminate this Agreement at the end of such notice period; or
  - 4.4.2. Terminate this Agreement forthwith.

## **5. Responsibilities of the Facility**

- 5.1. The Facility shall comply with and maintain at all times during the term of this Agreement the Eligibility Standards set out in Schedule A attached hereto.
- 5.2. The Facility shall comply with and maintain at all times during the term of this Agreement the Assessment Standards as set out in Schedule B attached hereto.
- 5.3. All vehicles used by the Facility for the conduct of training and Assessments under this Agreement must be mechanically safe and meet all applicable safety standards. The Facility must maintain records of inspection and repair of these vehicles in a form acceptable to ICBC.
- 5.4. The Facility shall maintain records as required under the terms of this Agreement.
- 5.5. The Facility shall submit reports on a regular basis at such times as required by ICBC, on the forms prescribed by ICBC.
- 5.6. The Facility shall maintain a registered office in British Columbia where all communications and notices may be served and all records required under this Agreement shall be kept.

- 5.7. The Facility shall notify ICBC within 10 days if the address, telephone number or fax number of the Facility or of its registered office changes.
- 5.8. The Facility shall not advertise or cause to issue any advertising that does not contain the name of the Facility.
- 5.9. The Facility shall not make reference in any advertising to the conduct of driver examinations or road tests on behalf of ICBC.
- 5.10. The Facility shall not state or imply that issuance of a licence or air brake endorsement is guaranteed upon completion of the Facility's Training Program or upon Certification by the Facility.
- 5.11. The Facility shall provide written notice to each Trainee that:
  - 5.11.1. Certification does not guarantee that ICBC will issue a licence or air brake endorsement;
  - 5.11.2. ICBC may require a Certified Trainee to be retested by a Driver Examiner; and
  - 5.11.3. ICBC will have access to the Trainee's training and Assessment records.
- 5.12. The Facility shall not advertise, state or imply that the Facility or its employees are recommended or endorsed by ICBC or the government, except that the words "offers an ICBC-approved certification program" may be used.
- 5.13. The Facility shall not advertise in any driver licensing office or other ICBC office, or office of any government agent or ICBC-appointed agent.
- 5.14. The Facility shall only Certify competence of a Trainee in accordance with the provisions of this Agreement and any supplementary requirements or conditions that ICBC may give to the Facility in writing from time to time.
- 5.15. The Facility shall apply to ICBC in writing for approval of each person who will act as Instructor, Assessment Officer or Signing Authority, prior to their acting as Instructor, Assessment Officer or Signing Authority under the terms of this Agreement.
- 5.16. The Facility shall apply to ICBC in writing for approval of any changes to the names of instructors, Assessment Officer or Signing Authority, prior to their acting as instructor, Assessment Officer or Signing Authority under the terms of this Agreement.

- 5.17. The Facility's application for approval of each Assessment Officer or Signing Authority must include the sample signatures of each proposed Assessment Officer or Signing Authority.
- 5.18. The Facility shall deliver the Approved Course in accordance with the provisions of this Agreement and any supplementary requirements or conditions that ICBC may give to the Facility in writing from time to time.
- 5.19. The Facility shall comply with all applicable laws, statutes and regulations, including, without limiting the generality of the foregoing, those of the Government of Canada, the Province of British Columbia and by-laws of any city, municipality, town, village or Regional District in which the Facility operates.
- 5.20. The Facility shall indemnify and save harmless ICBC, its directors, officers, servants, agents, and employees from and against all claims, losses, damages, costs and other proceedings made, sustained, brought or prosecuted in any manner based upon, occasioned by or attributable to any injury, infringement or damage arising from any act or omission of the Facility, its employees, agents or any other person for whom the Facility is responsible at law, in the performance or purported performance of this Agreement.
- 5.21. The Facility shall notify ICBC immediately of any factors of which the Facility is aware that may affect a Trainee's ability to operate a motor vehicle.

## **6. Monitoring and Reporting**

- 6.1. The Facility shall maintain the following records of its training and Assessment activities for a period of at least six years:
  - 6.1.1. Training records, which shall include the Trainee's name, date of birth, address, driver's licence number, documentation of employment status with the Facility if applicable, test grades, date, time and length of each lesson, name of instructor of each lesson, subject taught, type of training, and fee charged for each lesson;
  - 6.1.2. Records of Trainees assessed which shall include the Trainee's name, date of birth, address, driver's licence number, class of driver's licence, date, time of each Assessment, and copies of all Assessments results forms;
  - 6.1.3. Records of each Assessment Officer, which shall include the Assessment Officer's name, date of birth, driver's licence number,

copy of the Assessment Officer's drivers abstract dated within the past year, and dates of refresher training;

- 6.1.4. Records of each instructor, which shall include the instructor's name, date of birth, driver's licence number, copy of the instructor's drivers abstract dated within the past year, and dates of refresher training;
- 6.1.5. Records of all vehicles used for training and for Assessments, indicating the category of training and Assessment for which each vehicle is used, and including:
  - 6.1.5.1. for licensed vehicles, a copy of each vehicle's registration documents and proof of insurance coverage;
  - 6.1.5.2. for unlicensed vehicles, a list that identifies the make, model, year and vehicle identification number.
- 6.2. The Facility shall, during regular business hours and at all other reasonable times, permit ICBC or its designates to do the following:
  - 6.2.1. Visit and inspect the premises used for operation of the Facility;
  - 6.2.2. Examine all records, and all materials and equipment used in the operation of the Facility;
  - 6.2.3. Attend and monitor the conduct of training and/or Assessments;
  - 6.2.4. Copy records and other material pertaining to the operation of the Facility, or remove such records and other material from the Facility's premises for copying.
- 6.3. Within 10 business days of a request from ICBC, the Facility will provide ICBC with information concerning the following:
  - 6.3.1. Information pertaining to the Facility's eligibility to participate in the Driver Certification Program;
  - 6.3.2. Records that the Facility is required to maintain under the terms of this Agreement.

## **7. Termination**

- 7.1. The Facility may terminate this Agreement at any time by giving notice in writing to ICBC.



- 7.2. ICBC may terminate this Agreement at any time for any reason whatsoever by giving not less than 30 days written notice to the Facility.
- 7.3. If the Facility contravenes any provision of this Agreement, ICBC may terminate this Agreement forthwith, with or without written notice.
- 7.4. For greater certainty, and without limiting the generality of the foregoing, if ICBC terminates this Agreement under paragraph 4.4, 7.2 or 7.3 or in any other manner permitted under this Agreement, the Facility will not be entitled to a show cause hearing.

## **8. Notices**

Notices and communications in writing required or desired to be given pursuant to the Agreement shall be mailed to ICBC at the following address:

**Insurance Corporation of British Columbia  
Driver Training Industry Support  
PO Box 3750  
Victoria BC V8W 3Y5**

and to the Facility at the address shown on the first page of this Agreement, or at such other address as either party may give notice to the other party in writing. Notices shall be deemed to have been given when delivered, or 72 hours after mailing in British Columbia.

## **9. Entire Agreement**

- 9.1. This Agreement which includes all attached Schedules, constitutes the sole and entire agreement between ICBC and the Facility relating to the authority to assess and Certify Trainees as to their competency to operate commercial class or air brake-equipped vehicles as set out in this Agreement. This Agreement supersedes and replaces all previous agreements between ICBC or the Superintendent of Motor Vehicles and the Facility relating in any manner to the authority to assess or Certify Trainees as to their competency to operate commercial class or air brake-equipped vehicles.
- 9.2. Except as otherwise noted in this Agreement, no other terms or conditions shall form a part hereof, and this Agreement shall not be modified except by subsequent agreement in writing, duly signed by both parties.

## **10. Assignment**

- 10.1. The Facility may not assign this Agreement or any part of it without the prior written approval of ICBC. This Agreement is binding upon the parties and shall enure to the benefit of the parties, their successors and permitted assigns.
- 10.2. Any change in the control of the Facility shall be deemed to be an assignment.

## **11. Arbitration**

Any dispute or disagreement arising out of this Agreement or a breach of this Agreement shall be settled by a single arbitrator appointed in accordance with the provisions of the Commercial Arbitration Act of British Columbia.

## **12. Interpretation**

- 12.1. In this Agreement, unless expressly provided or the context otherwise requires, words importing the masculine gender include the feminine and neuter gender and vice versa, and words in the singular include the plural and vice versa.
- 12.2. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia. The parties attorn to the exclusive jurisdiction of the courts of British Columbia in all matters arising in connection with this Agreement.
- 12.3. The invalidity of any particular provision of this Agreement shall not affect any other provision and the Agreement shall be read as if such invalid provision were omitted.
- 12.4. The headings in this Agreement have been included for convenience of reference only, do not form part of this Agreement, and are not intended to interpret, define or limit the scope or meaning of this Agreement or any of its provisions.
- 12.5. Time is of the essence of this Agreement in all respects.

**SCHEDULES**

Schedules A, B and C are attached to and form part of this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement effective the day and year written below:

**SIGNED AND DELIVERED BY THE FACILITY:**

Name and Title: \_\_\_\_\_  
(Please print name and title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

in the presence of:

Name of Witness: \_\_\_\_\_  
(Please print name of witness)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AND SIGNED ON BEHALF OF ICBC:**

Name and Title: Dylan Michael, Manager, Driver Training Industry Support

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EFFECTIVE DATE OF AGREEMENT:** \_\_\_\_\_

**EXPIRY DATE OF AGREEMENT:** \_\_\_\_\_

# Schedule A - Eligibility Standards

The following are the requirements which must be met and maintained by the Facility at all times during the term of this Agreement in order to be eligible to Certify Trainees under the terms of this Agreement.

## 1. General Requirements

- 1.1. The Facility must be a legal entity, in compliance with all applicable requirements for registration under the British Columbia Company Act, Partnership Act or any other applicable law.
- 1.2. If required under the Private Career Training Institutes Act, the Facility must be registered with the Private Career Training Institutions Agency.
- 1.3. The Facility must use only curriculum, facilities, and equipment that have been approved as acceptable by ICBC.
- 1.4. The Facility must conduct a minimum of 20 Assessments per year. ICBC reserves the right to waive or change this minimum where the Facility applies to ICBC in writing and provides acceptable reasons for such waiver or change.

## 2. Training Program

- 2.1. The Facility must submit its Training Program to ICBC for approval. Once approved by ICBC, the Training Program will become part of the Approved Course.
- 2.2. The Training Program must provide, at a minimum:
  - 2.2.1. For Class 1, 2 and 3 licences, six hours of theory training and eight hours of practical training;
  - 2.2.2. For Class 4 licences, six hours of theory training and five hours of practical training;
  - 2.2.3. For air brake endorsements, 16 hours of theory training and four hours of practical training.
- 2.3. The Facility must deliver its Training Program in a manner that meets the following requirements:
  - 2.3.1. Not include time spent on breaks;

- 2.3.2. Not include time observing the practical instruction of other Trainees toward course time requirements unless it is deemed as passive observation by ICBC;
- 2.3.3. Each Trainee must complete the Approved Course including the qualifying Assessment, in no more than 365 days from the course start date, unless otherwise authorized in writing by ICBC;
- 2.3.4. Not instruct more than 25 Trainees per instructor in any one classroom session;
- 2.3.5. For the purpose of training, not permit more than four Trainees in a training vehicle at the same time;
- 2.3.6. For air brake training, not instruct more than five Trainees per instructor in any one practical training session;
- 2.3.7. Provide classroom space that is conducive to learning and that is:
  - 2.3.7.1. used exclusively as a classroom while a class is in session;
  - 2.3.7.2. equipped with appropriate teaching aids;
  - 2.3.7.3. equipped with a seat and solid writing surface for each Trainee.
- 2.3.8. Provide training in vehicles that are approved by ICBC as appropriate for the training provided, including:
  - 2.3.8.1. For Class 1 training, a combination tractor-trailer of the following specifications:
    - 2.3.8.1.1. diesel powered and equipped with a standard transmission similar to a "Road Ranger" single stick type;
    - 2.3.8.1.2. minimum combined length of 16 metres (50 feet);
    - 2.3.8.1.3. loaded to at least 70% of the manufacturer's recommended maximum carrying capacity for at least 50% of the practical training.
  - 2.3.8.2. For Class 2 training, a vehicle with the body style 'bus' indicated on the vehicle registration form, and with a seating capacity of 36 or more adult passengers including the driver.
  - 2.3.8.3. For Class 3 training, a vehicle of the following specifications:
    - 2.3.8.3.1. a tandem drive axle vehicle that meets ICBC standards for a Class 3 category of vehicle;

- 2.3.8.3.2. loaded to 50% of the manufacturer's recommended maximum carrying capacity for at least 50% of the practical training.
- 2.3.8.4. For Class 4 training, a vehicle with the body style 'bus' indicated on the vehicle registration form, and with a seating capacity of at least 11 or more adult passengers including the driver.
- 2.3.8.5. For air brake training, a vehicle equipped with air brakes.
- 2.3.8.6. At least two hours of the practical training has to be completed on the same make, type and size of commercial vehicle required for the Assessment.
- 2.3.9. All elements of the Training Program that are tested in the Assessment must be taught prior to the conduct of the Assessment.
- 2.3.10. All parts of the Training Program must be completed no later than the day that the Assessment is conducted.

### **3. Instructor Qualifications**

- 3.1. Class 1, 2, 3 and 4 instructors must:
  - 3.1.1. hold a valid B.C. driver's licence for each class of commercial driver training they conduct;
  - 3.1.2. unless exempted under Division 27 of the Motor Vehicle Act Regulations, be licensed to act as a driver training instructor for each class of commercial driver training they conduct;
  - 3.1.3. have a minimum of three years experience in the operation of vehicles for which a Class 1, 2, 3 or 4 driver's licence is required, if exempted under Division 27 of the Motor Vehicle Act Regulations;
  - 3.1.4. have commercial driving and instructional experience that is acceptable to ICBC;
  - 3.1.5. Have a driving record that is acceptable to ICBC;
  - 3.1.6. Maintain knowledge and skills through a combination of instruction and refresher training that is acceptable to ICBC.

3.2. Air brake instructors must:

- 3.2.1. hold or have held a class of valid B.C. driver's licence with an air brake endorsement;
- 3.2.2. hold a valid air brake instructor's certificate;
- 3.2.3. Have commercial driving and instructional experience that is acceptable to ICBC;
- 3.2.4. Have a driving record that is acceptable to ICBC;
- 3.2.5. Maintain knowledge and skills through a combination of instruction and refresher training that is acceptable to ICBC.

**4. Trainees**

4.1. The Facility must ensure that all Class 1, 2, 3 and 4 Trainees:

- 4.1.1. Hold a valid B.C. Driver's Licence;
  - 4.1.2. Hold a valid B.C. Learner Driver's Licence of the licence class for which they are being trained, including an air brake endorsement if required.
- 4.2. In addition to the requirements set out in 4.1 of this Schedule, Class 1 or 3 Trainees must have an air brake endorsement on their current driver's licence, or have completed an approved air brake course prior to taking a Class 1 or 3 Assessment.

## **Schedule B - Assessment Standards**

The Facility must meet and maintain at all times during the term of this Agreement the Assessment Standards set out in this Agreement.

### **1. Assessment Officer Qualifications**

- 1.1. Unless otherwise authorized by ICBC, each Assessment Officer must have a valid Assessment Officer Certificate of Qualification issued by ICBC permitting the conduct of Assessments for the category of Assessments he or she conducts.
- 1.2. All Assessment Officers must:
  - 1.2.1. Conduct a minimum of 20 assessments annually. ICBC reserves the right to waive or change this minimum where the Assessment Officer applies to ICBC in writing and provides acceptable reasons for such waiver or change;
  - 1.2.2. Maintain their knowledge, skills and abilities through a combination of Assessment activity and refresher training acceptable to ICBC.
- 1.3. Assessment Officers for Class 1 – 4 must:
  - 1.3.1. Have conducted a minimum of 500 hours of driver training in the class being applied for, including a minimum of 300 hours of practical driver training in the class of Assessment being applied for in the past two years, or have equivalent driver training or driver safety experience acceptable to ICBC.
- 1.4. Assessment Officers for air brake operation must:
  - 1.4.1. Hold an air brake endorsement on a B.C. driver's licence
  - 1.4.2. Hold a B.C. Air Brake Instructor Certificate permitting the conduct of practical and theory training, and
  - 1.4.3. Provide proof of having conducted a minimum of 100 hours of air brake training, including a minimum of 20 hours of practical air brake training within the past two years, or have air brake training experience acceptable to ICBC



## **2. Assessment Consistency**

- 2.1. Every Assessment Officer must use the standards approved by ICBC to conduct and objectively score each Assessment.
- 2.2. The Facility must maintain current Assessment procedures in a policy and procedures manual and provide the manual to all Assessment Officers.
- 2.3. Assessments must be scored and results recorded on forms prescribed by ICBC.

## **3. Assessments**

- 3.1. The Facility must not assess any Trainee who does not have a valid learner's licence for the class of licence being assessed.
- 3.2. The Facility must ensure that Assessments of Trainees are conducted using a vehicle that meets ICBC's guidelines for the class or endorsement for which the Trainee is being assessed.
- 3.3. For air brake Trainees, the Facility must inform each air brake Trainee that if a Trainee fails to qualify on the Air Brake Knowledge Test administered by ICBC after three attempts, the Trainee must repeat the entire theory portion of the Air Brake Training Program.
- 3.4. The Facility may not administer more than two Assessments of the same type to an individual Trainee on the same day.
- 3.5. The Facility must retain Assessment score sheets for a period of six years, and must provide a copy to the Trainee upon request.
- 3.6. In order for ICBC to consider waiving the road test or air brake pre-trip requirement for a Trainee who qualifies on an Assessment, the facility must:
  - 3.6.1. Provide the Trainee with a Certification form approved by ICBC to indicate the date of successful completion of the Assessment; and
  - 3.6.2. Advise the Trainee that they must present the form to an ICBC driver licensing office within 90 days of the assessment date; and
  - 3.6.3. In the case of an air brake certification, advise the Trainee that the Air Brake Knowledge Test must be passed within 90 days of the Air Brake assessment date.

- 3.7. Where a Trainee does not present the above Certification form to an ICBC driver licensing office within 90 days of the date of the Assessment, the Facility may only issue the Trainee a replacement form after the Trainee has successfully qualified on a subsequent Assessment.
- 3.8. Where a Trainee allows their Class 1, 2, 3 or 4 Learner's Licence to expire, the Facility may conduct a subsequent Assessment without requiring the Trainee to retake the Approved Course, provided the Trainee:
  - 3.8.1. First attends an ICBC driver licensing office to re-qualify for the Class 1, 2, 3 or 4 Learner's licence, as required by ICBC; and
  - 3.8.2. Attends the Facility for a subsequent Assessment, provided that the Facility can produce a record demonstrating that the Trainee successfully completed the Approved Course previously.

## Schedule C - Curriculum Standards

### GENERAL:

The curriculum for the Facility's Training Program must include, at a minimum, the items and elements set out in this Schedule.

For each licence class or licence endorsement for which the Facility provides Assessments, the Facility's detailed curriculum, including time allocated to each topic, must be submitted to ICBC for approval.

It is recommended that the ICBC publication Driving Commercial Vehicles be used as a reference manual by Instructors and Trainees.

### Section 1: Class 1 – 4 Theory Training Conducted in Classroom

SUBJECT	TIME
Introduction to commercial vehicle operation, including: <ul style="list-style-type: none"> <li>– control systems</li> <li>– vehicle inspection</li> <li>– introduction to basic control manoeuvres</li> <li>– introduction to shifting</li> <li>– introduction to backing</li> <li>– introduction to coupling and backing (Class 1 only)</li> </ul>	
Theory of operating commercial vehicles in traffic, including: <ul style="list-style-type: none"> <li>– visual search</li> <li>– communication</li> <li>– speed management</li> <li>– night operation</li> <li>– traffic laws, signs and signals</li> <li>– extreme driving situations</li> </ul>	
Advanced operating theory, including: <ul style="list-style-type: none"> <li>– hazard perception</li> <li>– emergency manoeuvres</li> <li>– skid control and recovery</li> </ul>	
Vehicle maintenance theory, including: <ul style="list-style-type: none"> <li>– vehicle systems</li> </ul>	

SUBJECT	TIME
<ul style="list-style-type: none"> <li>– preventative maintenance and servicing</li> <li>– diagnosing and reporting malfunctions</li> </ul>	
The professional driver and the law, including: <ul style="list-style-type: none"> <li>– vehicle registration and permits</li> <li>– National Safety Code</li> <li>– Weigh Scales</li> <li>– interprovincial trucking (Classes 1 and 3 only)</li> <li>– interprovincial and international transport (Classes 2 and 4 only)</li> <li>– dangerous goods</li> <li>– load security</li> <li>– passenger security (Class 2 and 4 only)</li> </ul>	
Operation of specialized vehicles Operation of buses (Class 1 only) Operation of trailers (Class 3)	
<b>Total Theory Training time for each class must be at least 360 minutes (6 hours).</b>	

**Section 2: Class 1 – 4 Practical Training**

SUBJECT	TIME
Orientation to commercial vehicles <ul style="list-style-type: none"> <li>• Orientation to combination vehicles (Class 1 only)</li> <li>• Orientation to Class 2 vehicles (Class 2 only)</li> <li>• Orientation to Class 3 vehicles (Class 3 only)</li> <li>• Orientation to Class 4 vehicles Class 4 only)</li> </ul>	
Instrument and control familiarization	
Vehicle pre-trip inspections Brake adjustment (Class 1 and Class 3 if air brake equipped)	
Commercial vehicle operation, including: <ul style="list-style-type: none"> <li>– starting combination vehicles</li> <li>– moving forward at slow speed</li> <li>– shifting</li> <li>– stopping</li> <li>– turning</li> </ul>	

SUBJECT	TIME
<ul style="list-style-type: none"> <li>- backing</li> <li>- steering</li> </ul>	
Driving in urban traffic, including: <ul style="list-style-type: none"> <li>- visual search</li> <li>- speed management</li> <li>- space management</li> </ul>	
Highway driving, including: <ul style="list-style-type: none"> <li>- visual search</li> <li>- speed management</li> <li>- space management</li> </ul>	
Coupling and uncoupling combination vehicles (Class 1 only)	
<b>Total Practical Training time for Class 1 - 3 must be at least 480 minutes (eight hours).</b>  <b>Total Practical Training time for Class 4 must be at least 300 minutes (five hours).</b>	

**Section 3: Air Brake Theory Training Conducted in Classroom**

SUBJECT	TIME
Theory of braking Basic air brake system and its components Complete air brake system for single unit vehicles Basic air brake system for trailers Complete air brake system for combination vehicles Principles of operation of combination vehicle air brake systems Safety and emergency components Air brake maintenance, adjustment and trouble shooting Theory of coupling combination vehicles with air brakes Theory of air brake pre-trip inspections	
<b>Total Air Brake Theory Training time must be at least 960 minutes (16 hours).</b>	

**Section 4: Air Brake Practical Training**

<b>SUBJECT</b>	<b>TIME</b>
Pre-trip inspection of air brake systems In-service operation Pre-hill checks End-of-service checks Characteristics of single and combination units Additional equipment systems (sanders, etc.)	
<b>Total Air Brake Practical Training time must be at least 240 minutes (four hours).</b>	