



DRIVER EDUCATION REGISTRATION FORM

Welcome to Manitoba Public Insurance's High School Driver Education program. Since taking on delivery of the program in 1987, we have gained the proud reputation of offering one of North America's leading driver training programs.

As a provider of public automobile insurance, our company has a commitment to keep our roadways safe. We support a variety of public education and awareness initiatives directly aimed at creating a new generation of roadwise Manitobans.

The Driver Education program has recently undergone several changes, including changes that reflect the importance of parental involvement in the Driver Education process. Please read the following information before deciding if you wish to enroll your child in the program:

ELIGIBILITY

Driver Education is open to all students who are at least 15½ years of age and attend a Manitoba high school on a full-time basis. Home-schooled students are also eligible.

COST

The cost to enroll in Driver Education is \$50 per student. Manitoba Public Insurance subsidizes the course fees (approximately \$300 per student) to ensure the program is accessible to everyone. This course cost includes most materials, the Class 5L Licence Written Test fee and **Vision Screening** (one attempt only), theory instruction and in-car training. It does not include any licensing charges or road tests administered by Driver and Vehicle Licensing.

Refunds will be made only when a student withdraws for medical reasons. A refund request must be made in writing and accompanied by a certificate signed by a qualified medical practitioner.

COURSE STRUCTURE and CONTENT

The program consists of 34 hours of classroom instruction, 8 hours of behind-the-wheel training with a certified driving instructor and 8 hours of in-car observation. The curriculum covers topics such as: basic driving skills, rules of the road, novice drivers' risk assessment, impaired driving consequences, defensive driving, winter challenges and gravel road driving.

STUDENT BEHAVIOUR POLICY

Expectations regarding student behaviour and discipline policies will be outlined by instructors in the classroom, the computer lab, in the car and at the Parent Meeting. If a student behaves in a manner that contradicts Driver Ed's policies, they may be expelled from the program without a refund.

Attendance – All absences - both classroom and in-car - must be excused by the instructor. Students must attend **at least 30 hours** of the scheduled 34 hours of classroom time to complete the theory portion of the course. If a student fails to attend a scheduled in-car lesson without providing the instructor with reasonable notice, the lesson can be made up only at the student's expense (please see instructor for fee in your region). Missing two scheduled in-car lessons without reasonable notice will result in expulsion from the program without a refund.

Before registering your child for this course, please consider part-time employment, team sports and other extracurricular activities that may create scheduling conflicts.

DISABILITY OR MEDICAL CONDITION INFORMATION

Parents and students must disclose any disability or medical condition that may affect a student's ability to safely operate a motor vehicle to Driver and Vehicle Licensing Medical Records Department at 985-1900 or toll free at 1-866-617-6676. All disability and medical information is kept confidential.

TRAFFIC INFRACTIONS

Students shall be solely responsible for all traffic infractions they commit while driving a Driver Education training vehicle, including but not limited to infractions captured by cameras operated at an intersection. Where a ticket is issued to Manitoba Public Insurance as a result of a student's driving, that student shall be expected to immediately reimburse Manitoba Public Insurance in an amount equal to the corresponding fine paid by Manitoba Public Insurance.

CLASS 5L LICENSING PROCEDURES

Students are allowed one free attempt to write the Class 5L Licence Test at the scheduled time in the Driver Education classroom. Students must present a Change Particulars form to their classroom instructor that indicates their MPI customer number to write this test. The classroom instructor will provide parents with the information about how to obtain a customer number. Parents and students can also visit our website at www.mpi.mb.ca for further information.

PARENTS: AN IMPORTANT PARTNER IN DRIVER EDUCATION

Driver Education is a partnership that includes instructors, students and parents. Road safety research shows that effective parental involvement and supervision decreases the chance of a novice driver becoming involved in a collision. ***This year, the parents' role in driver education has been expanded and enhanced to reflect its importance in the young driver's success.***

THE PARENT'S COMMITMENT TO DRIVER EDUCATION:

- **Attend a two hour Parent Meeting.** This is an important opportunity to meet your child's instructors and learn more about your own role in your child's successful completion of Driver Education. Parental attendance at this meeting is now a mandatory component of the program. If you or another supervising driver cannot attend the scheduled meeting, you will need to make alternate arrangements to meet with the in-class instructor, so that your child can stay enrolled in the program. Your child will bring home a letter letting you know the date and time for the Parent Meeting.
- **Complete the home-based practice log.** Another new component to the program this year is the addition of a home-based practice log. Students are required to complete a minimum of 24 hours of driving practice with parents/guardians/supervising drivers, outside of their Driver Education lessons. At the Parent Meeting you will receive a home-based practice log that must be completed and returned to a Driver and Vehicle Licensing Office, a Manitoba Public Insurance Claim Centre or the Driver Education Office within nine months of the Driver Education classroom start date. We recommend that 10 of these practice hours be performed at night.
- **Review and sign the feedback the instructor sends home with your child and attend the final in-car session.** It is strongly recommended that a parent/guardian/supervising driver attend five minutes of the last driving lesson to debrief with the instructor about the student's driving abilities. If you are unable to attend, this report will be sent home with your child.

PARENT SUPPORT MATERIALS

Driver Education has created resources to help parents/guardians/supervising drivers who are encouraging new drivers to practice their driving skills. For example, our Co-Pilot's Manual outlines step-by-step procedures for practicing basic driving maneuvers and includes suggestions that will help make this learning process a positive experience. These materials will be distributed at the Parent Meeting.

STUDENT EVALUATION PROCESS

Classroom – to successfully complete the theory portion of this program, students must maintain a 70% classroom average derived from classroom tests, assignments and participation.

In-Car – to successfully complete the practical component of this program, students must meet all in-car standards. To ensure that parents are receiving constructive and timely feedback about their child's driving performance and progress, in-car instructors will send the following forms home with students:

In-Car Interim Report – this report will be given to each student after the fourth driving lesson is complete. This form must be signed by a parent/guardian and be returned to the in-car instructor at the start of lesson five.

Practice Guide – this form will be sent home with the student after driving lesson seven to provide further feedback about their driving progress and indicate any driving tasks that they are having difficulty with.

In-Car Final Report - this report will be given to each student at the end of the last driving lesson and will indicate whether or not they successfully met all in-car standards. It is strongly recommended that a parent/guardian/supervising driver attend five minutes of the last driving lesson to debrief with the instructor about the student's driving abilities. If a parent/guardian/supervising driver is unable to attend the last lesson this report will be sent home with the student.

Driver Education Registration Application

School Offering Program: _____

Student Name: _____
Last Name All Given Names

Address: _____
Street / Box No. (In rural areas, must include physical location – i.e. section or rural route number, as well as mailing address.)

_____ City or Town Postal Code

Phone Number: _____ E-mail Address: _____

Date of Birth: _____ / _____ / _____ Male _____ Female _____
Month Day Year

The enrollment fee of fifty dollars (\$50.00) must accompany this application and be returned to the school office. **Cheque or money order must be payable to Manitoba Public Insurance.**

Please check one:

Cheque	Money Order
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I hereby authorize Manitoba Public Insurance to:

- (a) Use my personal information, including my personal health information; and
- (b) Disclose my personal information, including my personal health information, to the Department of Driver and Vehicle Licensing; to the minimum extent required to administrate the Driver Education Program and to verify my eligibility to participate in the Driver Education Program.

I agree that any school computers used in the Driver Education Class 5L test will be used for the sole purpose of accessing a Manitoba Public Insurance Website and completing the Class 5L Driver's Knowledge test. Any other use whatsoever during testing shall result in my immediate expulsion from the High School Driver Education Program.

I also agree that I shall be responsible for any damage I may cause to the room, equipment or network in the computer lab and will abide by any other rules that are posted in the school computer lab.

I further authorize Manitoba Public Insurance to access the Insurance Work System to conduct searches of my driving history abstract in order to:

- (a) Verify the correctness of my name as it appears on this application; and
- (b) Verify my eligibility to participate in additional driver education programs run by Manitoba Public Insurance.

I further authorize Manitoba Public Insurance to access the Insurance Work System to access my driving history abstract on an annual basis in each of the next ten years in order to assess the impact of the High School Driver Education Program on my driving habits and driving record.

All personal information that I have provided on this Form shall be used by Manitoba Public Insurance for no other purpose but to administer the High School Driver Education program and to send me correspondence associated therewith.

I, the undersigned, hereby acknowledge that I have read and understand the conditions for enrolment in the High School Driver Education Program, the course requirements, and the conditions by which a learner's ("Special" Class 5) licence may be acquired and cancelled.

I further acknowledge that I am aware that the Driver Education instructors are independent contractors retained by Manitoba Public Insurance, and are not officers or employees of Manitoba Public Insurance. I do hereby waive any right of action, for any cause whatsoever, which I may now, or at any time in the future, have against Manitoba Public Insurance, or its officers, directors, employees, or agents, arising out of the participation of the Applicant in the High School Driver Education Program, or arising out of an incident or incidents occurring during the course of the Program resulting in the injury, disability, or death of the Applicant (apart from any benefits to which I, or the Applicant, may become entitled pursuant to the Personal Injury Protection Plan).

_____ Student Signature Parent/Legal Guardian Signature

Date: _____

Application received at school on: _____ / _____ / _____ Month Day Year
Note: School Office - Please forward this completed form to the classroom instructor.

Note: Classroom Instructor - Please return this completed form to the Driver Education Office.