



MANITOBA
PUBLIC INSURANCE

Training Standards

Class 1 Entry Level Training

Driver Training Permit Unit
January 2023



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1. Introduction

Training is an important component in developing the knowledge and skills necessary to contribute to improving road safety and facilitating free movement across borders, according to the Canadian Council of Motor Transport Administrators.

The Province of Manitoba has introduced a mandatory minimum training requirement for Class 1 drivers that aligns with other jurisdictions in Canada.

This mandatory training ensures that applicants possess the basic knowledge and driving skills to safely operate a commercial vehicle that requires a Class 1 driver's license. Additional training and learning are expected to be provided by employers, whose needs will be specific to business operations and the types of vehicles, cargo and driving undertaken as part of the business.

Within Manitoba, there are two recognized mandatory training programs:

- Mandatory Entry-Level Training (MELT) is a 121.5 hour course covering the essential skills for safely operating a Class 1 vehicle and is governed by Manitoba Public Insurance (MPI).
- The Entry-Level Professional Truck Driver Training Program is a 244 hour program which includes theoretical and practical training in components that are critical within the trucking industry. Providers must be registered as a Private Vocational Institute (PVI) to offer this program.

Students must complete one of the two recognized mandatory training programs (or a recognized equivalent program from another jurisdiction) before they can attempt a Class 1 road test in Manitoba.

1.1 Context

All training providers who are delivering mandatory training must adhere to the Standards included in this document. Failure to comply may result in disciplinary action up to and including revocation of the driver training permit, and/or being de-registered as a Private Vocational Institute.

Additional information regarding legislative and administrative requirements for Class 1 training providers can be found at mpi.mb.ca.

1.2 Contact Us

By mail

Driver Training Permit Unit (MPI)
Manitoba Public Insurance
Box 6300, Winnipeg, MB R3C 4A4

Private Vocational Institutions Branch
Advanced Education, Skills and Immigration
401-1181 Portage Avenue
Winnipeg, MB R3G 0T3

By phone or email

Telephone: (204) 985-8063 (Winnipeg)
Toll-free: 1-800-665-2410, ext. 8063
Email: permitunit@mpi.mb.ca

Telephone: (204) 945-8507
Email: PVI@gov.mb.ca

2. Class 1 Training Provider Requirements

All Driver Training Schools and Driving Instructors must be permitted by MPI. Driver training permits are governed by the Driver Training Schools, Driving Instructors and Training Vehicles Regulation 46/2006 under the *Drivers and Vehicles Act (DVA)*. Training providers who offer the 244-hour Entry-Level Professional Truck Driver Training Program must be registered as a Private Vocational Institute (PVI).

2.1 Driving School Qualifications

To be considered for a permit, a driving school must meet specific criteria related to:

- Business and ownership
- Facilities and premises
- Vehicles and equipment

For more information, please visit [Becoming a driving school](#).

Schools who wish to become a registered MELT provider will be required to enter into a legally binding agreement with MPI. The agreement sets out the terms and conditions for the delivery and administration of MELT.

For more information on registering as a Private Vocational Institute, please visit [Prospective Private Vocational Institutions](#).

2.2 Instructor Qualifications

Mandatory entry-level instruction may only be provided by certified instructors. To qualify for an instructor's permit, and maintain certification, individuals must meet certain licensing, experience, and training requirements.

For more information, please visit [Becoming a driver instructor](#).

Permitted instructors who wish to provide instruction at a registered Private Vocational Institute must meet the qualifications outlined in section 12 of the [PVI Regulation](#).

2.3 Compliance Requirements

Driver training schools and instructors offering Class 1 training are required to adhere to the requirements outlined in the following documents. All permit holders must also abide by any conditions imposed on the permit by the registrar.

- The Highway Traffic Act (HTA)
- The Drivers and Vehicles Act (DVA)
- Driver Training Schools, Driving Instructors and Training Vehicles Regulation, Man. Reg. 46/2006 (the "Regulation")
- Terms and conditions of the MELT Driving Training School Agreement (the "Agreement")
- Manitoba Public Insurance's Program policies (the "Policies")
- The approved training curriculum (the "Curriculum")
- Training Standards for the Program (the "Standards")
- Driver Training Provider Professional Code of Conduct (the "Code")

PVI-registered schools and instructors must also act in accordance with the requirements of the Private Vocational Act and Regulations ("PVI Act" and "PVI Regulation").

3. Program Descriptions

Mandatory Entry Level Training

The MELT program includes three learning environments:

- **In-class training** includes a minimum of 40 hours of theory, activities, and information delivered in a classroom environment.
- **In-yard training** takes place at the vehicle, and provides an opportunity for students to practice activities such as inspections and coupling in a safe environment. In-yard training is a minimum of 40.5 hours.
- **In-cab training** consists of at least 41 hours of behind-the-wheel training to allow students to gain proficiency in safely operating the vehicle under the guidance of a qualified instructor.

Entry-Level Professional Truck Driver Training (244-hour) Program

The Entry-Level program includes the following key components:

Activity	Hours
In-Class	80
In-Yard (Around the Vehicle)	60-80
Observation	60-80
In-Cab (behind the Wheel)	60-80
Lab Time	Up to 40
2 MPI-conducted Road Tests	4
Total	244

Time distribution may vary depending on approved breakdown of observation and lab time, but must amount to 244 hours.

3.1 Training Delivery Standards

Failure to adhere to the following standards during the delivery of mandatory training will be considered a major contravention.

- a) All training must be delivered by a certified instructor. Use of non-certified instructors for any portion of mandatory training is a major violation of training requirements.
- b) When conducting on-road training, instructors must ensure that all individuals in the vehicle are using seatbelts that are in good working order. Under no circumstances can the number of people in the vehicle exceed the number of working seatbelts during in-cab driving.
- c) Private Vocational Institutes must ensure that total instructional hours are provided in accordance with the contract.
- d) MELT providers must ensure that total instructional hours in the program, for each student, meet or exceed the following minimums:

Training Environment	Class 1	Air Brake	Total
In-Class	33.0	7.0	40.0
In-Yard	38.5	2.0	40.5
In-Cab	41.0		41.0
Total	112.5	9.0	121.5

4. Training Curriculum

All mandatory instruction must be provided in accordance with the approved curriculum.

MELT Curriculum

The standard MELT curriculum is designed and maintained by MPI, and will be shared with approved training providers upon signature of the Agreement. Please see the [Curriculum Framework](#) for more details on the program content.

Entry-Level Professional Truck Driver Training (244-hour) Program Curriculum

Schools that develop or improve their curriculum must submit the proposed curriculum or changes to the Private Vocational Institution (PVI) Branch for review and approval by Apprenticeship Manitoba (AM) and PVI Branch prior to implementation. The first step is to submit a checklist that highlights the proposed changes. Once AM determines the curriculum is appropriate and aligns with the National Occupational Standards, AM will conduct a site visit to verify the changes have been implemented. PVI Branch registers the curriculum so it can be provided to students. An approval letter is issued by the PVI Branch.

Curriculum Components

The training curriculum establishes the objectives for training, and defines the planned activities for students to learn, practice and achieve proficiency. The curriculum includes:

- The lesson plan and course structure
- Materials, videos, presentations and other tools and equipment used in the course
- Training activities such as assignments, exercises, and projects
- Assessments, including quizzes, practical assessments, and exams to evaluate student learning

4.1 Curriculum Usage

Training providers are required to follow the approved curriculum when delivering training. Failure to follow the curriculum, including the points defined below, is considered a moderate contravention.

- a) Any substantive changes to the approved MELT curriculum must be reviewed and approved by the Permit Unit prior to use.
- b) Changes to the approved Entry-Level Professional Truck Driver Training (244-hour) Program curriculum must be reviewed and approved by the PVI branch and AM prior to use.
- c) Driver training schools must maintain an up-to-date version of the approved curriculum, which must be made available to the Permit Unit and/or PVI Branch and AM upon request.
- d) Driver training schools must ensure that any instructor providing instruction on behalf of the school is adhering to the approved curriculum.
- e) The course must be delivered according to the course structure defined in the approved curriculum. All lessons are to be completed as described in the approved lesson plans.
- f) Instructors are required to utilize all training materials and equipment as outlined in the approved curriculum. Additional materials may be included at the discretion of the training provider.
- g) All required activities must be completed in accordance with the approved curriculum.

4.1.1 Administering Assessments

Correctly administered assessments are an important part of effective training. They provide an opportunity for trainers to understand whether the information is being properly retained and utilized, while providing students with a chance to practice applying their knowledge.

Failure to adhere to the following requirements when administering assessments will be considered a moderate contravention. Training providers must ensure that:

- a) Each student completes all assessments as defined in the approved curriculum. This includes quizzes, practical assessments, mid-term exams, and a final competency exam.
- b) All assessments are supervised.
- c) All assessments are closed-book (students may not access textbooks, notes, or other resources during any test unless exceptions are clearly noted in the approved curriculum).
- d) All assessments are administered correctly and completely, as defined in the approved curriculum.
- e) All assessments are marked in accordance with the approved curriculum, and are graded fairly and accurately.
- f) Appropriate steps are taken, as outlined in the curriculum, in the event a student fails to achieve the defined minimum score on any assessment.
- g) Assessment results, and any related follow-up activities, are accurately recorded.
- h) MELT providers must complete the Instructor's Assessment Tracker for each student.
- i) Road test results for students in the Entry-Level Professional Truck Driver Training Program must be submitted to the PVI Branch.

4.2 Daily Training Hours

To maintain an effective learning environment, training providers must ensure that daily training hours are reasonable. Exceeding the maximum hours for any training day will be considered a moderate contravention.

- a) A student's total daily training must not exceed eight hours. The training day may include a mix of the three training environments (in-class, in-yard, and/or in-cab).
- b) In-cab instruction must not exceed six hours in a single day for any student. If travel is required to incorporate expressway or highway training, the entire training day may be extended to a maximum of 8 hours, provided the instructor is operating the vehicle for any time beyond six hours.
- c) Training providers must ensure that all students are given reasonable time for breaks during training. Training sessions must not exceed three consecutive hours before a break is provided.

4.3 Student-to-Instructor Ratios

MELT providers must not exceed the maximum student-to-instructor ratios noted below. Exceeding the allowable number of students for any training activity will be considered a moderate contravention.

Training Environment	Maximum students per instructor
In-Class	15 students per instructor (15:1).
In-Yard	4 students per instructor (4:1).
In-Cab	Instruction must be one-on-one (1:1). Additional students may observe, with the total number of vehicle occupants limited to the number of safely secured seats (with seatbelts) in the vehicle.

5. Student Eligibility

5.1 Prerequisites

Driving schools must verify that potential students meet the following prerequisites before training is provided. Providing training to individuals who do not hold the necessary qualifications will be considered a major contravention.

All students must:

- Be at least 18 years of age
- Hold a valid Class 5F licence
- Hold a valid Class 1A (Authorized Instruction) licence
- Hold a valid Air Brake endorsement (I, A or S)

5.2 Advanced Standing

To successfully complete either mandatory training program, Class 1 applicants must complete all required program hours. Applicants cannot be granted advanced standing for course work begun, but not completed, in another jurisdiction or in recognition of another higher class licence (2, 3 or 4).

5.3 Reasonable Accommodation Policy

MPI encourages schools to develop a Reasonable Accommodation Policy for potential students with disabilities who require reasonable accommodation to support their successful completion of training.

Please contact the Permit Unit to discuss the provision of accommodations for people with disabilities.

6. Training Facilities, Vehicles and Equipment

Training providers must utilize appropriate facilities, vehicles, and equipment when delivering Class 1 training.

The Permit Unit may conduct an on-site review for any Class 1 training provider, at the time of permit application, to ensure requirements are met prior to issuing a permit. MPI may also conduct subsequent reviews to confirm that specifications are met on an on-going basis.

The PVI Branch and AM will conduct annual site visits of any school registered as a Private Vocational Institute, and may conduct inspections in response to complaints or concerns. PVI Branch may conduct additional visits in case of student complaints or other concerns.

6.1 General Requirements

To obtain and maintain a permit, training providers must:

- a) Demonstrate they are legally authorized to use the selected space for training.
- b) Maintain required insurance for all premises and vehicles.
- c) Display a valid and current occupancy permit at the school facilities.
- d) Provide sufficient yard/lot space to safely complete all in-yard activities including coupling, inspection and all backing exercises. A minimum space of 55 metres by 73 metres is recommended.

6.2 Classroom Requirements

The following requirements must be met whenever classroom space is in use for training purposes:

- a) The classroom must be equipped with an appropriate working space for each student. This includes a chair and writing space, such as a desk or table.
- b) Students must have access to functioning washroom facilities.
- c) Audio-visual equipment used to support in-class training must be kept in working order, and must be suitable for the size of the classroom.

6.3 Yard/Lot Requirements

The following requirements must be met whenever yard/lot space is in use for training purposes:

- a) The space must be kept clear of other vehicles and equipment that may obstruct or limit completion of the training activities.
- b) Students must have convenient access to functioning washroom facilities.

6.4 Vehicle Requirements

Any vehicle used for training, whether in-yard or in-cab, must have a valid permit and display required signage. All training vehicles must conform to the following standards:

- a) Equipped with manual transmission
- b) 53-foot semi-trailer with the center rear bogie set 41' from the kingpin
- c) Minimum tandem axle tractor and tandem axle trailer
- d) Equipped with convex mirrors on front fenders on both the passenger and driver side

For auditing and evaluation purposes, driver training schools must have at least one permitted vehicle that includes proper seating, with a seatbelt, for a third person to safely observe in-cab training.

6.5 Training Equipment

Training providers must maintain all other equipment used to support training. This includes, but is not necessarily limited to, the following:

- a) Training vehicles must be equipped with working safety equipment including a fire extinguisher, required reflective devices, and a suitable first aid kit.
- b) Whenever working around vehicles, all students and instructors must wear high visibility vests or jackets. This applies to in-yard and in-cab training, as well as during any driver testing appointments at MPI.
- c) Safety cones or pylons must be used, as needed, to delineate training space.
- d) A fully functional air brake board is required for training. MELT providers may opt to utilize an e-board to facilitate this training.

7. Administration

Record keeping and reporting are essential to training, and help assist in the broader evaluation of mandatory training and its impact on road safety. Records will also be used to measure performance and evaluate compliance to the requirements.

7.1 Record-Keeping

Driving schools must maintain a record-management system that is accurate, reliable, easy to follow and consistent. Failing to maintain accurate records in the prescribed manner is considered a moderate contravention.

Professional Vocational Institutions must ensure that a signed contract is developed, and maintained, for each student. The contract must meet the requirements of the PVI Regulation. These institutions must also issue a certificate or diploma to each student who successfully completes the program, and must issue transcripts as required.

7.1.1 Record Storage and Maintenance

Records must be stored in accordance with the Regulation and the Agreement, which require:

- Student records must be sorted alphabetically by last name
- Student records must be stored separately from the driving school's other records
- The training provider must take reasonable precautions to prevent unauthorized disclosure of confidential information
- Records must be retained at the school's place of business for five years. Providers of the Entry-Level Professional Truck Driver Training (244-hour) Program must maintain a copy of each student's transcript for seven years.

7.1.2 Course Records

Training providers must maintain a record of all courses offered. At a minimum, this must include:

- a) Up-to-date copies of the curriculum, including lesson plans and related materials
- b) A schedule of course start and end dates

7.1.3 Student Records

Under the Regulation, records must be kept for each student who participates in driver training. Each record must include the following:

- Full name
- Contact information including a telephone number, email address, and home address
- Chronological records of all training provided, including the date and time, duration of the session, and a record of the person's attendance
- Results for each assessment the student completed, including the mark achieved, notes on any follow-up activity, and any reassessment completed
- Training results for the program. For example, records must indicate whether the program was completed or not completed, and whether the student passed or failed.
- Copies of itemized statements and payment receipts

Providers of MELT training must also include the following in student records:

- a) Driver's licence number and/or MPI customer number (keeping a copy of the student's Driver's Licence on file is recommended).
- b) Student consent forms authorizing submission of MELT completion record.

Providers of the Entry-Level Professional Truck Driver Training (244-hour) Program must also maintain a copy of the training contract, in accordance with the PVI Regulation, that includes the following:

- The name and address of the institution, and the address at which the program will be provided.
- The name and mailing address of the student.
- The name, starting date, and duration of the program. If it is a distance education program, the contract must also include a schedule for the submission of assignments and the course completion date.
- A statement in Canadian currency itemizing all fees to be charged to a student.
- The name and signature of the manager or administrative officer who has the authority to enter into the contract on behalf of the institution.
- The student's signature.

7.1.4 Instructor Records

Under the Regulation, driver training schools are required to maintain the following records for each instructor employed by the school or providing training on its behalf:

- Name and contact information
- Driver's licence number
- A copy of the most recent driving instructor's permit
- A copy of the certification to provide MELT
- An employment agreement, or agreement to provide instruction on behalf of the school

7.1.5 Vehicle Records

Driver training schools are required to maintain the following records for each vehicle used to provide training:

- Identifying information such as VIN, make and model, and licence plate number
- Copy of valid registration
- Proof of required insurance
- Trip inspection reports, including records of maintenance and repairs

7.1.6 Reporting

MPI and/or the PVI Branch may request access to, or copies of, the records defined above and may also request any other information related to the student's enrollment and participation in the training program.

Information regarding training provider performance may be shared between MPI and the PVI Branch as permitted by applicable law.

7.2 Recording Training Hours

Training hours must be accurately recorded and maintained for all students. Training providers must adhere to the following when recording training hours.

- a) Recorded training hours must only include time where the student was receiving direct instruction. An instructor must be present and leading activities.
- b) In-cab training hours can only be recorded for the student controlling the vehicle. Observation time in the cab, where one student is observing another student, cannot be recorded as in-cab training time.
- c) Lunch or dinner breaks must not be included in recorded training hours.

Falsely recording training hours will be considered a major contravention. This includes reporting training hours that were not actually delivered, or were not delivered in accordance with the rules above. Other incidents of non-compliance, such as administrative errors, will constitute a moderate contravention.

7.3 Uploading Records

Driving schools must submit a list of all enrolled students to the Permit Unit on or before the start date of each course. Schools may contact the Permit Unit for the template submission form.

Driving schools must also notify MPI when students have completed mandatory training. Students will not be able to attempt a road test until their driver records are updated to reflect completion of the program. Please see [Instructions for Student Record File Transfers](#) for detailed steps.

When uploading records, driving schools must adhere to the following requirements:

- a) Files may not be uploaded until the student has either passed the final assessment (MELT), or completed at least 200 program hours (Entry-Level Professional Truck Driver Training Program).
- b) Driving schools must provide the files a minimum of three business days in advance of the initial road test appointment.
- c) Driving schools must ensure that submitted records are complete and accurate.
- d) Student records must be entered in the format indicated in the instructions.

Failing to adhere to these requirements will be considered a moderate contravention.

8. Additional Resources

Please refer to the following for more information:

Resource	Link
The Highway Traffic Act	https://web2.gov.mb.ca/laws/statutes/ccsm/h060e.php
The Drivers and Vehicles Act	https://web2.gov.mb.ca/laws/statutes/ccsm/d104e.php
Driver Training Schools, Driving Instructors and Training Vehicles Regulation	https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=46/2006
Becoming a driving school	https://www.mpi.mb.ca/Pages/becoming-a-driving-school.aspx
Becoming a driver instructor	https://www.mpi.mb.ca/Pages/becoming-a-driver-instructor.aspx
MELT Curriculum Framework	https://apps.mpi.mb.ca/melt/documents/Curriculum-Framework.pdf
Instructions for Student Record File Transfers	https://apps.mpi.mb.ca/melt/documents/MELT-School-Transfer-Instructions.pdf
The Private Vocational Institutions Act	https://web2.gov.mb.ca/laws/statutes/ccsm/p137e.php

