



CLASS 4, 5 & 6 DRIVING SCHOOL PERMIT REQUIREMENTS

In order to be considered for a Manitoba Driving School permit for Classes 4, 5 & 6, the following criteria must be met.

- Application Form**
- Your **Business Name** must be registered in accordance with the *Business Name Registration Act*. Please contact the Companies Office at 945-2500 or 1-888-246-8353 to determine if you must register your business name. A copy of the File Summary must be enclosed with your school application.
- List of **business owner(s) and/or company directors** affiliated with business (copy of Companies' Office file summary).
- Police Information Check (Criminal Record Check)** including **Vulnerable Sector Search** for all driving school owners and directors, dated within 90 days of application.
- New permit application fee** of \$200 payable to Manitoba Public Insurance (can be submitted as a cheque or by completing the Credit Card Payment Form)
- Permitted Class 4 / Class 5 / Class 6 Driving Instructor**
- Permitted Training Vehicle**

Additional requirements related to compliance and consumer protection may be introduced in the future.

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Driver Training Permits are governed by the Driver Training Schools, Driving Instructors and Training Vehicles Regulation 46/2006 under the Drivers and Vehicles Act.

CLASS 4, 5 & 6 TRAINING VEHICLE PERMIT REQUIREMENTS

In order to be considered for a Manitoba Training Vehicle permit for Classes 4 & 5, the following criteria must be met.

- Application Form**
- Third-party liability insurance** with an amount not less than \$1,000,000 for all Training vehicles.
- Copy of the **vehicle registration**
- Copy (pink or yellow) of the **Certificate of Inspection (COI)** dated within 90 days
OR a **New Vehicle Information Statement (NVIS)** dated within 12 months.
- Equipment for Class 4 (passenger vehicle) & 5 training vehicles:**
 - An auxiliary brake (pedal must be anti-slip) capable of stopping the vehicle within 7.6 meters when travelling at 30 kilometers an hour.
 - A second rear view mirror that is firmly mounted and allows an unobstructed view of the roadway to the front and rear of the vehicle.
 - A sign that is firmly attached to the top or rear of the vehicle and clearly visible from at least 20 meters behind the vehicle.
 - The sign must contain the name of the driving school and the words TRAINING VEHICLE, or TRAINING CAR, in upper case letters.
 - The colour of the lettering and background must be contrasting shades.
 - The sign should be a durable product that can withstand all weather conditions.
 - The sign must remain stationary when the vehicle is in motion.
 - Signs attached with a string or cord is not considered firmly affixed.

The signage on all training vehicles will be checked for wording and size and colour of letters and background.

Note:

- Driver training permits are governed by the Driver Training Schools, Driving Instructors and Training Vehicles Regulation 46/2006 under the *Drivers and Vehicles Act*.
- **Training in a student's private vehicle is not allowed** unless a permit is issued in accordance with section 13 of the Driver Training Regulations.

CLASS 4, 5 & 6 DRIVER INSTRUCTOR PERMIT REQUIREMENTS

In order to be considered for a Manitoba Driver Instructor permit; the following criteria must be met:

Application Form

General Consent Form

Criminal Record Check (including the Vulnerable Sector Query)

- During the five years immediately before the date you apply you must not have:
 - Two or more convictions under the *Criminal Code of Canada* by means of a motor vehicle or while driving or having care and control of a motor vehicle.
 - Any convictions under the *Criminal Code (Canada)* of an offence against a person, a sexual offence, or an offence involving moral turpitude.
 - Been convicted of a contravention of *The Human Rights Code* or the *Canadian Human Rights Act* or a similar Act of another province or territory of Canada.
 - Original document must be submitted and **dated within 90 days**
 - **Winnipeg residents** will have the search conducted by the **Winnipeg Police Service**.
 - **Rural residents** will have the search conducted at their local **Law Enforcement or RCMP detachment**.

Child Abuse Registry Check (Class 5 & 6 applicants only)

- Original document only (the search is conducted by The Province of Manitoba - Child and Family Services)

Driver Record

- No suspensions or prohibitions from driving as the result of being convicted of an offence under *The Drivers and Vehicles Act* or *The Highway Traffic Act* or a regulation of these Acts.
- No suspensions or prohibitions from driving as the result of being convicted of an offence under the *Criminal Code (Canada)*.
- During the three years immediately before the date you apply, you must:
 - Have held a valid full-stage licence (issued by a province or territory of Canada or by a state of the United States) for the class of licence you wish to instruct.
 - Not have had more than two violations of the *Driver and Vehicles Act* or the *Highway Traffic Act*. This includes violations under any similar Act or regulations in any other North American jurisdiction.
 - Not have had more than two at-fault accidents. This includes accidents in any other North American jurisdiction.
 - Not have been convicted of a an offence under the *Driver and Vehicles Act*, *Highway Traffic Act* or a regulation of these Acts for which a demerit value of 10 or more was set out under the *Driver Safety System Regulation*.

Note: If you are not sure if your driver record and/or driving experience meet the criteria, please contact the Driver Training Permit Unit.

- Copy of your **Instructor Preparation Course (IPC)** certificate
 - Successful completion of the IPC is valid for three years from the date you begin the course.
 - Class 4 and/or 5 Instructor
 - Red River College, Continuing Education - Driver Instructor Training Course
Telephone: (204) 204-632-2327
 - Class 6 Instructor
 - CAPSC Safety Services Manitoba
 - Motorcycle Instructor Development Course

□ **Instructor Tests for 4, 5 & 6**

- We recommend you review Manitoba's Driver Handbook and Professional Driver's Manual as you have only **two** attempts to pass each of the tests. Test results are valid for one year. If you do not apply for an instructor's permit within the twelve months, you may be required to repeat the tests. (Permit Unit will verify all tests have successfully been completed) Complete the following commercial driving instructor (CDI) tests:
 - CDI -Class 5 knowledge test – a **maximum of three (3) errors** is permitted.
 - CDI -Class 5 practical (road) test – a **maximum of six (6) General errors** is permitted.

Additional test for class 4 & 6:

- CDI – Class 4 knowledge test - a **maximum of three (3) errors** is permitted for each test.
 - **Only required for class 4 instructor's permit**
- CDI – Class 6 knowledge test– a **maximum of three (3) errors** is permitted for each test
 - **Only required for class 6 instructor's permit**

Note:

- Knowledge and practical tests are scheduled by appointment only.
- Please consult the Driver's Handbook or visit the MPI website: http://www.mpi.mb.ca/english/dr_licensing/Winnipeg.html for details about making an appointment.

Submitting an Application

For application forms or more information; please call the Permit Unit at 985-8063 or toll free at 1-800-665-2410 ext. 8063 or email permitunit@mpi.mb.ca.

By mail to:

Manitoba Public Insurance
Driver Education and Training – Permit Unit
Box 6300
Winnipeg MB R3C 4A4

In person at:

Manitoba Public Insurance
City place – 234 Donald Street
Main floor – Security Desk

Note:

- Please use the above checklist to ensure your application is complete otherwise the application will be returned to you.
- Your documents and driving history will be reviewed and if approved, your permit will be mailed to you.
- Please allow seven to ten business days before you receive the permit.
- If you are applying during the months **of February through April, processing time may take up to six weeks.**