

## DRIVER EDUCATION REGISTRATION GUIDE

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, we are committed to keeping our roadways safe. We support a variety of public education and awareness initiatives directly aimed at creating a new generation of road wise Manitobans.

### PURCHASING A DRIVER EDUCATION SERVICE

Prior to registering for a Driver Education course, a Driver Education service must be purchased at any Autopac agent or MPI Service Centre in Manitoba. Students younger than 18 years of age require the written permission of a parent/legal guardian.

The cost is \$50 for any Manitoba resident who is enrolled in a Manitoba school. Manitoba Public Insurance subsidizes the course fees (approximately \$350 per student) to ensure the program is accessible to everyone. This course cost includes most materials, the Class 5L licence knowledge test fee (one attempt only), theory instruction and in-car training. It does not include any charges related to licensing or road tests fees.

Payment is accepted by cash, cheque, money order, credit card, or debit. Cheque or money order must be payable to Manitoba Public Insurance.

### REFUNDS

- Students who withdraw at least seven days prior to the course start date will receive a full refund.
- Students who withdraw prior to obtaining their Class 5L licence must provide a certificate signed by a qualified medical practitioner excusing their withdrawal in order to obtain a refund.
- After a student has obtained their Class 5L licence, no refunds will be issued.

### ATTENDING A DRIVER EDUCATION COURSE

#### 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. In-car lessons are scheduled separately from the classroom sessions and will continue past the last classroom date. Students are also required to practice for a minimum of 24 hours with a parent/legal guardian who qualifies as a supervising driver. The curriculum covers topics such as basic driving skills, rules of the road, novice drivers' risk assessment, impaired driving consequences, defensive driving, and winter challenges.

#### DRIVER EDUCATION STUDENT MANUAL

Students receive a Driver Education Student Manual during the first classroom session. Students must return the manual at the end of the last classroom session. If the manual is not returned, a \$20 charge will be applied to the student's Manitoba Public Insurance customer file.

#### CLASS 5L LICENSING PROCEDURES

Students are allowed one free attempt to take the Class 5L Knowledge Test online at the scheduled time in the Driver Education classroom.

#### ATTENDANCE REQUIREMENTS

Driver Education instructors must be notified of all student absences - both classroom and in-car. Students must attend at least 30 hours of the scheduled 34 hours of classroom time to complete the theory portion of the course. Students must attend all 16 hours of in-car lessons to complete the practical 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. Missing two scheduled in-car lessons without reasonable notice will result in expulsion from the program without a refund.

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

## **DISABILITY OR MEDICAL CONDITION INFORMATION**

Parents/legal guardians and students must disclose any disability or medical condition that may affect a student's ability to safely operate a motor vehicle to Medical Compliance and Assessments at (204) 985-1900 or toll free at 1-866-617-6676. All disability and medical information is kept confidential.

## **DRIVER EDUCATION STUDENT CODE OF CONDUCT**

Students must behave in a respectful manner and comply with the Code of Conduct. For all components of the Driver Education course students are expected to:

- Demonstrate courtesy and respect to all people at all times. Aggressive behaviour and abusive language are unacceptable and won't be tolerated;
- Show respect to all people regardless of their race, religion, gender, age or sexual orientation;
- Communicate in a mature and respectful manner;
- Dress in a socially and weather appropriate manner;
- Respect school property and the property of others;
- **Attend a minimum of 30 class hours and all in-car lessons;**
- Be prepared, on time and do the work required to earn a Driver Education certificate;
- Notify instructors about absences and give 24 hours notice when cancelling in-car lessons;
- Turn off smartphones, iPods, and other electronic devices during the class and in-car lesson. Students may only use electronic devices such as smartphones for educational purposes and with the instructor's permission. Students cannot take pictures or publish to social networks any photos, videos, or recordings of students or instructors without the permission of those who have been recorded and Manitoba Public Insurance;
- Refrain from the use of illegal substances and/or alcohol before and during the class and in-car lessons; and,
- Respect the behavior policies set by the school and school division. The school policies supersede Driver Education policies.

### **Failure to comply with the student Code of Conduct may result in:**

- Instructor/student discussion;
- Instructor/parent/ legal guardian contact;
- Removal from classroom or in-car setting;
- Removal of privileges (such as unsupervised break time);
- Student driver's licence cancellation;
- Restitution (for property damage or theft); and/or,
- Expulsion from the Driver Education course.

## **PARENT/LEGAL GUARDIAN COMMITMENT TO DRIVER EDUCATION**

Driver Education is a partnership that includes instructors, students and parents/legal guardians. Road safety research shows that effective parental/legal guardian involvement and supervision decreases the chance of a novice driver becoming involved in a collision.

## **PARENTS/LEGAL GUARDIANS MUST ATTEND A TWO HOUR PARENT/GUARDIAN 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/legal guardian attendance at this meeting is a mandatory component of the program. If necessary, you may send another supervising driver to the meeting on your behalf.

## **PARENTS/LEGAL GUARDIANS MUST COMPLETE AND SIGN THE HOME-BASED PRACTICE LOG**

At the Parent/Guardian Meeting, parents/ legal guardians will receive a home-based practice log. Students are required to complete a minimum of 24 hours of driving practice with their parent/legal guardian who qualifies as a supervising driver outside of their Driver Education lessons. It is recommended that 10 of these practice hours be performed at night.

## **PARENTS/LEGAL GUARDIANS MUST REVIEW AND SIGN IN-CAR INTERIM REPORT**

It is strongly recommended that a parent/legal 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/LEGAL GUARDIAN SUPPORT MATERIALS**

Driver Education has created resources to help parents/legal guardians/supervising drivers who are encouraging new drivers to practice their driving skills. For example, our Co-Pilot's Guide for New Drivers 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/Guardian Meeting, and can also be found at [mpi.mb.ca](http://mpi.mb.ca).

## **DRIVER EDUCATION CERTIFICATE REQUIREMENTS**

To earn a Driver Education Certificate the student must:

- Attend 30 of the 34 scheduled classroom hours;
- Maintain a 70% classroom average;
- Satisfactorily complete all classroom tests and assignments;
- Meet standards on the in-car final report;
- Complete a minimum of 24 hours of practice driving with a qualified supervising driver and provide verification for the hours on the Home-Based Practice Log; and,
- Drop-off their completed practice log at the time of the student's scheduled road test.

## **THE STUDENT EVALUATION PROCESS**

### **IN-CLASS**

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

## **PRACTICE AT HOME**

Students must complete 24 hours of practice at home with a supervising driver. The practice log must be signed by the parent/legal guardian and brought to an Autopac Agent or MPI Service Centre when the student applies for their intermediate driver's licence.

The deadline for submitting the home practice log is the date the student obtains their intermediate driver's licence.

## **TRAFFIC INFRACTIONS**

Students are responsible for all traffic infractions, tickets and fines incurred while operating a Driver Education training vehicle, including but not limited to infractions captured by traffic enforcement cameras. Where a ticket is issued or a fine is levied as a result of a student's operation of a training vehicle, that student is responsible to pay the corresponding fine. Parents/legal guardians of the student shall be responsible for the fine if the student is unable to pay it. Failure to pay the full amount of the ticket or fine may result in collection actions being taken against the student, parent /legal guardian, and/or suspension or expulsion of the student from the program without a refund.

## **COLLISIONS**

If students are found to be 50% or more responsible for a collision that occurred while they were driving a Driver Education training vehicle, their Driver Safety Rating will be affected. Depending on the circumstances, the student may or may not also be held responsible for the deductible. Parents/legal guardians of the student shall be responsible for the deductible if the student is unable to pay for the deductible. Failure to pay the full amount of the deductible may result in collection actions being taken against the student, parent/legal guardian, and/or suspension or expulsion of the student from the program without a refund.