

## Driver Training School Permit Requirements

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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*.

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

- Business and ownership
- Facilities and premises
- Vehicles and equipment
- Driving instructors
- Legislative and administrative provisions

MPI will also review the history of any applicant who holds, or has previously held, a Driver Training School Permit. A history of non-compliance with program requirements may constitute grounds for denying the permit application.

Failure to meet these requirements will result in denial of the application or cancellation of any permit issued as a result.

### **Application Types and Permit Fees**

Applicants must indicate which type of application they are submitting and include payment of the associated fee.

#### ***New Applications***

Applicants who have not previously held a Driving School Permit must submit a New Application. If the school has previously operated under a different name, or any of the owners or directors have previously operated a permitted driving school, the application should be submitted as a Renewal Application or Application for Reinstatement.

Permit Fee: \$200

#### ***Renewal Applications***

Applicants with a valid and current Driving School Permit may submit an application to have the permit renewed provided the application is received on or before March 31. The existing permit will remain in effect until it is either renewed or a final decision is made to deny the application.

Expired permits cannot be renewed. Applications received on or after April 1 will be treated as Applications for Reinstatement.

Permit Fee: \$100

#### ***Applications for Reinstatement***

Applicants who have previously operated a permitted driving school in Manitoba, but do not hold a current or valid permit may apply for Reinstatement.

Permit Fee: \$200

## Business and Ownership Requirements

All applicants for a Driver Training School Permit must provide documentation that establishes ownership of a legally registered business in Manitoba.

Applicants must also provide the results of a Criminal Record check, dated within 90 days of the date of application. A Vulnerable Sector Search is also required for all New Applications and for Applications for Reinstatement if the previous permit was issued more than four years prior to the current application.

Requirement	Supporting documentation
Business is legally registered in Manitoba	Copy of the Companies Office Summary.
List of business owners and company directors affiliated with business	
Police Information Checks for all owners and directors affiliated with the business	<p>The original document or PDF (see below) must be provided, and must be dated within 90 days of the date of application. A check is required for <u>each</u> individual listed as an owner and/or director.</p> <p><b>New Applications:</b> Criminal Record Check, including a Vulnerable Sector Search.</p> <p><b>Renewal Applications:</b> Criminal Record Check.</p> <p><b>Applications for Reinstatement:</b> A Criminal Record Search is required for all applications. The Vulnerable Sector Search must be included if the previous permit was issued more than four years prior to the date of application.</p>

Applicants may apply for a Criminal Record Check online through the Commissionaires at [Criminal Record Checks | Commissionaires](#). The PDF generated as a result of this check will be accepted provided it includes the confirmation ID number and Request ID for verification purposes.

Alternatively, applicants may contact local law enforcement or their RCMP detachment to complete the Criminal Record Check. The original document, supplied by the issuing agency, must be submitted with the application.

Applications will be denied if, in the five years preceding the application, any of the owners or directors have been convicted of:

- an offence against the person, a sexual offence or an offence involving moral turpitude, under the Criminal Code (Canada); and/or
- a contravention of The Human Rights Code, the Canadian Human Rights Act or a similar Act of another province or territory of Canada.

## Facilities and Equipment Requirements

Any applicant who maintains, or intends to maintain, a physical premises where driver training will be provided must demonstrate that they satisfy the criteria set forth below.

MPI may inspect the premises prior to issuing a permit. Failure to meet these specifications will result in denial of the permit application.

MPI may also conduct periodic reviews of the premises of all permit holders to ensure compliance. If premises are non-compliant, the Driver Training School permit may be suspended until satisfactory evidence of compliance is presented.

All documents should be in the Driver Training School name, or the name of a partner or parent company where applicable. If documents are not in the Driver Training School name, additional documentation clearly outlining the business structure must be submitted.

Requirement	Supporting documentation
Authorization to use premises for training purposes.	Documents demonstrating ownership of property or lease/rental agreements authorizing use.
Proof of commercial general liability insurance of at least \$5,000,000.	Copy of Commercial General Liability Insurance Policy.
Confirmation that the space is compliant with building code requirements and other regulations.	A Building Occupancy Permit issued by the appropriate authority.

### *Classroom Requirements*

Applicants who intend to provide **Class 1, Class 2, and/or Class 3** driver training must maintain classroom space that is appropriate for training. Whenever in use for training purposes, the space must include:

- Convenient access to functioning washrooms.
- Chairs and writing space (desk or table) for each student.
- Functioning audio-visual equipment that is suitable for the size of the room.

### *Yard/Lot Requirements*

Applicants who intend to provide **Class 1** driver training must maintain yard or lot space that is away from public roadways and is appropriate for training. The space must meet the following specifications:

- Space must safely accommodate all required backing maneuvers. A minimum size of 55 x 73 metres is recommended. While in use for training purposes, the space must be kept clear of other vehicles and equipment that may obstruct or limit the training activities.

### **Equipment Requirements**

Applicants who intend to provide **Class 1** driver training must maintain the following equipment and ensure proper usage whenever training is in progress:

- 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 MPI-conducted driver examinations.
- Safety cones or pylons must be used, as needed, to delineate training space.
- A fully functional air brake board or e-board is required for training.

### **Training Vehicle Requirements**

Driver training can only be conducted in vehicles that are permitted in accordance with the *Driver Training Schools, Driving Instructors and Training Vehicles Regulation 46/2006* under *The Drivers and Vehicles Act (DVA)*.

Applicants for Driver Training School Permits must submit a complete list of all training vehicles which will be used for delivery of driver training.

### **Driving Instructor Requirements**

Every driving instructor engaged by the Driver Training School must be permitted in accordance with the *Driver Training Schools, Driving Instructors and Training Vehicles Regulation 46/2006* under *The Drivers and Vehicles Act (DVA)*.

Applicants for Driver Training School Permits must submit a complete list of all driving instructors who will deliver training on behalf of the school.

## Legislative and Administrative Provisions

Applicants for all Driver Training School Permits must agree to act in accordance with the laws, regulations, and practices that govern driver training, including:

- The Highway Traffic Act
- The Drivers and Vehicles Act
- Driver Training Schools, Driving Instructors and Training Vehicles Regulation, Man. Reg. 46/2006
- Manitoba Public Insurance's policies
- Driver Training Provider Professional Code of Conduct

Driver Training Schools must adhere to any conditions imposed on the permit by the registrar.

Driver Training Schools that are required to register in accordance with the *Private Vocational Schools Act* may call (204) 945-8507 for more information.

Schools who wish to offer Class 1 entry-level training 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 the mandatory program. These providers must also:

- Follow an approved training curriculum
- Adhere to Class 1 Training Standards

Applicants should review the information available at [Becoming a Driving School](#) to ensure full understanding of the obligations of permitted driving schools. All applicants must include a signed copy of the Driver Training Provider Professional Code of Conduct with their application.

## Driver Training School Application Policy and Processes

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Driver training permits are issued based on the applicant's demonstrated ability to meet the formal permitting requirements, along with their commitment to, and ability to meet, the regulatory and administrative obligations of driver training schools.

Manitoba Public Insurance will consider the relevant compliance history of all applicants seeking Renewal or Reinstatement. A prior history of non-compliance may result in refusal to reissue a permit or additional conditions being imposed upon any permit issued.

Applicants who do not appear to meet the eligibility criteria may be asked to submit additional documentation to demonstrate their suitability, or to confirm information provided in the application.

Applicants are responsible for ensuring that all information submitted is accurate. Manitoba Public Insurance reserves the right to request and/or verify the information needed to support the application. Submission of false or misleading information, or failing to disclose relevant information, may result in immediate refusal to issue a permit, or revocation of any permit issued as a result of the application.

Upon receipt of the application, MPI will review the submitted details and may contact the applicant for further information. MPI will also review the compliance history of any applicant who holds, or has previously held, a permit. MPI may conduct an inspection of any premises or vehicle that will be used for training purposes.

Decisions on permit applications will be communicated in writing to applicants within 14 days of receipt of the application.

Payment can be made by cheque or credit card, and information must be submitted at the time of application. Payment will be processed upon approval of the application.

If a permit is issued, it must be displayed at the Driver Training School's place of business. The permit is valid until March 31 provided the permit holder remains compliant with permit requirements. MPI may conduct audits, evaluations or other investigations to ensure compliance.

Permit holders who fail to comply with the permit requirements may be subject to disciplinary action, up to and including revocation of the permit.

Applicants who believe their application was incorrectly refused may submit a written request for review. Please note that disagreement with established requirements does not constitute grounds for appeal.