MANITOBA PUBLIC INSURANCE SOCIÉTÉ D'ASSURANCE PUBLIQUE DU MANITOBA

Driving Instructor Permit Requirements

Driver training permits are governed by *The Drivers and Vehicles Act* and the *Driver Training Schools, Driving Instructors and Training Vehicles Regulation 46/2006*.

To qualify for and maintain a Driving Instructor Permit, applicants must meet and continue to meet eligibility requirements in the following areas:

- Licensing and Driver Record
- Background Screening
- Driving Experience
- Examinations
- Education

Failure to meet these requirements may result in denial of the application or suspension or cancellation of an issued permit.

Application Review Considerations

Manitoba Public Insurance (MPI) will also review the compliance history of applicants who currently hold or have previously held a Driving Instructor Permit. A history of non-compliance with program or permit requirements may constitute grounds to refuse to issue or reissue a permit, or to impose additional conditions on a permit.

Application Types and Permit Fees

Applicants must indicate the type of application being submitted and include payment of the applicable fee and all supporting documentation at the time of application.

Driving Record Confirmation (Required Pre-Screening Step) **Fee: $0**

This mandatory pre-screening must be completed before beginning the Driving Instructor Permit process (see page 1 of the Application for Driving Instructor Permit). The applicant's driver record and licence history will be reviewed, and the outcome will be provided by email.

New Application **Fee: $35**

Applicants who have not previously held a Driving Instructor Permit in Manitoba must submit a New Application.

Renewal Application **Fee: $20**

Applicants who currently hold a valid Driving Instructor Permit may apply to renew the permit if Permits & Compliance receives the application and all supporting documents by March 31.

Expired permits cannot be renewed. Applications received after this date require a Reinstatement Application.

Reinstatement Application **Fee: $35**

Applicants who have previously held a Driving Instructor Permit but do not currently hold a valid permit may apply for reinstatement.

Licensing and Driver Record Requirements

Applicants for Driving Instructor Permits must hold a valid full-stage driver's licence for the class of vehicle for which they intend to provide instruction. Applicants must have held the appropriate full-stage licence, issued in Canada or the United States, for at least three years immediately preceding the application date.

A permit will not be granted to any individual who, during the three years immediately preceding the application date, has:

- been responsible for more than two contraventions of *The Drivers and Vehicles Act*, *The Highway Traffic Act*, a regulation under either Act, or similar legislation in another jurisdiction in Canada or the United States; and/or
- been responsible for more than two at-fault accidents; and/or
- been convicted of an offence under *The Drivers and Vehicles Act*, *The Highway Traffic Act*, or a regulation under either Act for which a demerit value of 10 or more was assessed under the *Driver Safety Rating System Regulation*; and/or
- been suspended or prohibited from driving as a result of a conviction under *The Drivers and Vehicles Act*, *The Highway Traffic Act*, a regulation under either Act, or the *Criminal Code (Canada)*, where a record suspension (pardon) has not been granted.

Background Screening Requirements

Applicants must undergo background screening to assess suitability for a Driving Instructor Permit. Applicants must submit a Criminal Record Check. Depending on the class of instruction and the type of application submitted, additional checks may be required, including a Vulnerable Sector Search and a Child Abuse Registry Check in accordance with the requirements outlined below.

Applicants may obtain a Criminal Record Check or Vulnerable Sector Search by contacting their local law enforcement agency or RCMP detachment. When obtained through a law enforcement agency or RCMP detachment, the original document must be supplied.

Alternatively, applicants may apply for a Criminal Record Check online through Commissionaires. When obtained through Commissionaires, the PDF generated from the check will be accepted, provided it includes the digital signature for verification purposes.

Applicants for a Class 5 or Class 6 Driving Instructor Permit must submit an original satisfactory Child Abuse Registry Check with their application. Additional information is available on the Government of Manitoba Child Abuse Registry website.

Class of Instruction	Type of Application	Supporting documentation
Class 1, 2, 3 & 4	New Applications Reinstatement (previous permit issued more than four years prior)	Criminal Record Check with Vulnerable Sector Search
	Renewal Applications Reinstatement (previous permit was issued less than four years prior)	Criminal Record Check

Class 5 & 6	New Applications Reinstatement (previous permit was issued more than four years prior)	Criminal Record Check with Vulnerable Sector Search Child Abuse Registry Check
	Renewal Applications Reinstatement (previous permit was issued less than four years prior)	Criminal Record Check Child Abuse Registry Check

Background Screening Documentation Requirements

Required documents must be dated within 120 days of the application date.

Disqualifying Criteria

A Driving Instructor Permit will not be issued to any individual who, within the five years preceding the application date, has:

- two or more convictions under the *Criminal Code (Canada)* involving the operation, driving, or care and control of a motor vehicle; and/or
- any conviction under the *Criminal Code (Canada)* for an offence against the person, a sexual offence, or an offence involving moral turpitude; and/or
- been convicted of a contravention of *The Human Rights Code* or the *Canadian Human Rights Act* or a similar human rights legislation in another province or territory of Canada.

Driving Experience Requirements

Applicants intending to provide instruction in commercial vehicle classes (**Classes 1, 2, 3, or School Bus**) must demonstrate recent practical experience operating the class of vehicle for which they intend to provide instruction.

Applicants must have accumulated the minimum driving experience set out below within the past 10 years.

Long-haul or highway mileage may be used to meet the kilometer requirements. Applicants whose experience consists primarily of local driving may submit driving hours as an alternative. A combination of highway mileage and local driving hours may also be considered.

Minimum Driving Experience Requirements

Vehicle Class	Long-haul or Highway Mileage (kms)	Local Driving (Hours)
Class 1	500,000	6,000
Class 2	350,000	4,200
School Bus	120,000	2,500
Class 3	250,000	3,000

Driving Experience Supporting Documentation

Applicants must submit documentation confirming that they have met the applicable driving experience requirements.

Employer Letter Requirements

Employer letters must:

- be provided on company letterhead;
- include the employer's contact information; and
- identify the name and title of the individual signing the letter.

Additional records (e.g., logbooks, pay stubs, or similar documents) may be submitted to support the information provided.

Sample Employee Letter – Driving Experience Confirmation
(On company letterhead)

[Date]
Manitoba Public Insurance
Permits & Compliance
40 Lexington Park
Winnipeg, MB R2G 4J1

RE: Driving Experience Confirmation

This letter confirms that [Employee Name] was employed by [Company Name] and operated Class 1 commercial vehicles as part of their duties.

Based on our records, [Employee Name] accumulated approximately [total kilometers driven and/or total driving hours] operating Class 1 vehicles within the past 10 years.

[Signature]

[Company Representative]
[Job Title]
[Company Name]

Examination Requirements

Applicants must successfully complete all required examinations before enrolling in or completing any required instructor training program. These examinations confirm that applicants possess the knowledge and practical skills necessary to safely and effectively instruct others in the legal operation of vehicles.

Applicants are expected to review the Driver's Handbook, Professional Driver's Manual, and, where applicable, the Air Brake Manual before attempting the required examinations.

Knowledge Test results are valid for one year from the date the test is passed.

Road Test results are valid for four years from the date the test is passed.

Applicants may attempt each Commercial Driving Instructor (CDI) Knowledge Test and CDI Road Test a maximum of two times per class within a 12-month period. Where both attempts are used within that period, applicants must wait 12 months from the date of the first attempt before becoming eligible for an additional attempt.

Driving Instructor Permit	CDI Knowledge Test(s)	CDI Road Test(s)
Class 1	Class 1 Air Brake Class 5	Class 1 Phase 1 Class 1 Phase 2
Class 2	Class 2 (Bus or School Bus) Air Brake (if equipped) Class 5	Class 2 (single unit), including Air Brake (if equipped)
Class 3	Class 3 Air Brake Class 5	Class 3 (combo or single unit), including Air Brake
Class 4	Class 4 Class 5	Class 5
Class 5	Class 5	Class 5
Class 6	Class 5 Class 6	Class 6
Class 1 & 3 (combined)*	Class 1 Air Brake Class 3 Class 5	Class 1 Phase 1 Class 1 Phase 2

*Applicants completing Class 1 and Class 3 together are not required to complete a separate Class 3 road test. Successful completion of the Class 1 Phase 1 and Phase 2 road tests satisfies the road test requirement for both classes.

Education Requirements

Applicants must complete the required instructor training program after successfully completing all applicable examinations for the class of vehicle for which they intend to provide instruction.

Instructor training must have been completed within four years of the application date. Applicants must submit proof of successful completion, such as a certificate, with their application.

Vehicle Class	Training Program
Class 1, 2 & 3	**Class 1 (MELT) Instructor Preparation Course** Manitoba Trucking Association Phone: 204-632-6600 https://trucking.mb.ca/event/class-1-melt-instructor-preparation-course/2001-01-01/
School Bus	**School Bus Driver Instructor Course** Pupil Transportation Unit, Manitoba Education Phone: 204-945-6900 https://www.edu.gov.mb.ca/k12/ptu/seminars_events.html

Class 4 & 5	**Driver Instructor Training** Continuing Education, Red River College Polytech Phone: 204-632-2327 https://catalogue.rrc.ca/Programs/WPG/Parttime/DRIIP-NA/Overview
Class 6	**Motorcycle Instructor Development Course** Safety Services Manitoba Phone: 204-949-1085 https://safetyservicesmanitoba.ca/safe-driving-home/class-6-motorcycle-instructor-development-course/

Compliance Requirements

As a condition of holding a Driving Instructor Permit, applicants must comply with all applicable legislative and regulatory requirements, and with all conditions imposed by MPI or the Registrar that apply to the delivery of driver training and instruction.

Legislative and Regulatory Requirements:

- *The Highway Traffic Act* (C.C.S.M. c. H60)
- *The Drivers and Vehicles Act* (C.C.S.M. c. D104)
- *Driver Training Schools, Driving Instructors and Training Vehicles Regulation* (M.R. 46/2006)
- *The Workplace Safety and Health Act* (C.C.S.M. c. W210)
- *Workplace Safety and Health Regulation* (M.R. 128/2019)

MPI Standards and Program Requirements:

- Driver Training Provider Professional Code of Conduct

Additional MELT Provider Requirements:

- Manitoba's Mandatory Entry-Level Training (MELT) Curriculum
- Class 1 Training Standards

Compliance Verification and Oversight:

MPI may conduct compliance verification audits, including on-site reviews, to ensure that permit holders meet all applicable compliance requirements. These audits may occur at the time of permit application or at any point thereafter to confirm ongoing compliance.

Driving Instructor Permit Application Policy and Processes

Driving Instructor Permits are issued based on the applicant's demonstrated ability to meet the permitting requirements, as well as their commitment to, and ability to comply with, the regulatory and administrative obligations applicable to Driving Instructors.

When considering applications for renewal or reinstatement, MPI will review the relevant compliance history of the applicant. A history of non-compliance may result in refusal to issue or reissue a permit, or in additional conditions being imposed on any permit issued.

Applicants who do not clearly meet the eligibility criteria may be required to submit additional documentation to demonstrate their suitability or to verify information submitted as part of the application.

Applicants are responsible for ensuring that all information submitted is accurate and complete. MPI reserves the right to request, review, and verify any information required to assess an application. Submitting false or misleading information, or failing to disclose relevant information, may result in refusal of the application or revocation of a permit issued as a result of the application.

Upon receipt of an application, MPI will review the submitted documentation and may contact the applicant for additional information. MPI will also review the compliance history of any applicant who currently holds, or has previously held, a permit, and may inspect any vehicle used for driver training.

Decisions on permit applications will be communicated in writing within three weeks of receipt of a complete application.

Payment may be made in person at an MPI Service Centre, where the completed application and all supporting documentation must be submitted at the time of payment, or by contacting Permits & Compliance by telephone at 204-985-8063 or 1-800-665-2410 ext. 8063. Payments cannot be made through an insurance broker.

Where a permit is issued, it must be carried by the permit holder whenever driver training is being provided. Permits are valid until March 31, provided the permit holder remains compliant with permit requirements. MPI may conduct audits, inspections, or other investigations at any time to verify ongoing compliance.

Permit holders who fail to comply with 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. Disagreement with established requirements does not constitute grounds for review.