



MANITOBA
PUBLIC INSURANCE

Regulatory Requirements

Class 1 Driving Schools, Instructors, and Vehicles

Driver Training Permit Unit
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Introduction

Manitoba Public Insurance (MPI) is responsible for issuing driver training permits and ensuring that permit holders fulfill their regulatory and administrative obligations.

MPI is committed to supporting driver training providers in establishing practices that are compliant with regulatory requirements. By adhering to the established requirements, training providers ensure that participating students receive the necessary training to safely and proficiently operate vehicles on Manitoba's roadways and beyond.

MPI maintains regular communication with driving schools, instructors and other stakeholders to promote awareness and understanding of regulatory compliance requirements. MPI will continue to engage with stakeholders to gather feedback on requirements, documentation, and related practices.

MPI will develop, refine, and distribute guidance material to continuously improve the accessibility of information regarding regulations and policies for driver training providers in Manitoba. Information is available online at mpi.mb.ca.

We encourage permit holders to contact us if further guidance on, or interpretation of, regulatory requirements is needed.

Context

Training providers must comply with the requirements of The Drivers and Vehicles Act and regulations, including the Driver Training Schools, Driving Instructors and Training Vehicles Regulation, 46/2006.

This document is intended to serve as a guide to ensure permit holders understand their obligations under the Act and regulations. The included tables outline each requirement and the severity level associated with any contravention. Where applicable, additional guidance has been included.

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Regulatory Requirements: Class 1 Driving Schools

The following requirements are included in the Drivers and Vehicles Act (DVA), and the Driver Training Schools, Driving Instructors and Training Vehicles Regulation, 46/2006 (Regulation).

This document is intended to provide general guidance. All driving schools are encouraged to review the full text of the legislation:

- DVA: <https://web2.gov.mb.ca/laws/statutes/ccsm/d104e.php>
- Regulation: <https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=46/2006>

Driver Training Schools offering the Entry-Level Professional Truck Driver Training (244-hour) Program must be registered in accordance with, and adhere to the requirements of, [The Private Vocational Institutions Act](#) and [regulation](#).

General Requirements

Driving schools may be sanctioned for failure to comply with any of the following requirements. Driving schools are also responsible for ensuring that any instructors providing training on their behalf are doing so in accordance with the requirements.

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Is permitted to operate a driving school.	DVA 95(1)	<p>A valid driver training school permit, issued by the registrar, is required to operate a school or provide driving instruction in exchange for payment.</p> <p>More information about obtaining a driving school permit is available at https://www.mpi.mb.ca/Pages/becoming-a-driving-school.aspx</p>	Critical
Employs instructors with valid permits.	DVA 95(2)	<p>All driving instructors providing instruction on behalf of a driver training school must hold a valid driving instructor's permit.</p> <p>Driving schools may contact the Driver Training Permit Unit to verify the status of a driving instructor's permit.</p> <p>More information about obtaining a driving instructor's permit is available at https://www.mpi.mb.ca/Pages/becoming-a-driver-instructor.aspx</p>	Major

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Continuously maintains required insurance.	Regulation 8(a)	<p>Proof of insurance is required during the application process and/or during the course of an audit or inspection.</p> <p>For Class 1 driver training schools, the required insurance includes:</p> <ul style="list-style-type: none"> • \$5,000,000 of commercial general liability insurance for physical premises maintained for driver instruction • \$5,000,000 of third-party liability for each Class 1 training vehicle. 	Major
Does not provide, or allow any instructor to provide, instruction on a test route.	Regulation 8(b)	<p>Driver training is not allowed on streets, parking or backing areas that are used for driver testing purposes.</p> <p>This applies at all times at MPI service centres, including after hours, on weekends and on holidays, 24 hours a day, seven days a week, 365 days a year.</p> <p>Disciplinary actions may be imposed if vehicles are observed following MPI testing routes.</p>	Major
Does not solicit on property owned by the Government of Manitoba or Manitoba Public Insurance.	Regulation 8(c)	<p>Schools cannot attempt to solicit driver training business while on MPI property or in any facility occupied by the Government of Manitoba.</p> <p>No representative of a driving school may pursue any individual at these locations with the intent of selling, promoting, or offering driver training.</p>	Minor
Does not use prohibited language to imply that the school is approved by the Government of Manitoba or Manitoba Public Insurance.	Regulation 8(d)	<p>Driving schools must not indicate or suggest, in writing or otherwise, that they are “approved” by the Government of Manitoba, Manitoba Public Insurance, the minister or any other agency of the government.</p> <p>Driving schools may indicate that they are “Registered as a driver training school under <i>The Drivers and Vehicles Act</i>.”</p> <p>Driver training schools approved to offer the MELT program may identify themselves as a “Registered MELT provider.”</p>	Minor

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Does not guarantee receipt of driver's licence as a result of training.	Regulation 8(e)	Driving schools cannot promise, or imply, that any student is guaranteed to pass a road test, or obtain a driver's licence as a result of completing or participating in training offered by the school.	Minor
School adheres to The Drivers and Vehicles Act and The Highway Traffic Act.	Regulation 8(f)	Driving schools must adhere to all laws when conducting business. Violations of the DVA and/or HTA will result in disciplinary measures that are proportionate with the offense committed.	Variable
Ensures that instructors follow approved curriculum and training standards.	Regulation 8(f1)	Driving schools must ensure that any instructor providing MELT does so in accordance with the approved curriculum and training standards. Following the curriculum includes using required materials, completing required activities, and conducting required assessments and required evaluations as described in the approved curriculum.	Variable (defined in MELT training standards)
Allows inspection, audit or other evaluation method.	Regulation 8(f2)	The permit holder must allow, and cooperate with, audits, inspections and evaluations conducted by MPI or other enforcement agencies to ensure compliance with permitting requirements. This includes: <ul style="list-style-type: none"> • Inspection of vehicles, premises, and records. • Interviews with current or former students and instructors. • Attending and monitoring any driver instruction session, including in-class, in-yard and in-cab training, along with any evaluations or assessments. 	Major
Cooperates in an inspection, audit or other evaluation method.	Regulation 8(f3)		Major
Displays permit in a conspicuous place.	Regulation 8(f4)	The driving school training permit must be displayed in a plainly visible location within the physical premises maintained by the driver training school.	Minor

Permit Conditions

Driver training schools must adhere to all conditions imposed on the permit.

While certain conditions are imposed on all Class 1 driving school permits, other conditions may be applied on a case-by-case basis.

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Adheres to the Driver Training Provider Professional Code of Conduct	Regulation 8(g)	<p>All driving instructors, driver training schools, and employees of driving schools are required to adhere to the Code of Conduct.</p> <p>Driving instructors and driver training schools will be required to sign the Code of Conduct when applying for a permit.</p> <p>Driving schools must review this Code annually with all employees and individuals conducting business on behalf of the driver training school, and hold all personnel accountable for adherence to the Code.</p>	Variable (defined in Code of Conduct)
Maintains up-to-date information with the Permit Unit.	Regulation 8(g)	<p>Driving schools are required to ensure that up-to-date information is on file with the Permit Unit. Updated information must be sent by email.</p> <p>The Permit Unit must be notified within 15 days of any changes to mailing address, email addresses, or directors.</p>	Minor
		<p>The Permit Unit must be notified the same day of any changes to instructors, vehicle equipment or license plates.</p>	Moderate
Registers driving school name in accordance with the Business Names Registration Act.	Regulation 8(g)	Information about registering a business name is available through Entrepreneurship Manitoba's Companies Office .	Minor
Carries out business according to law and with honesty and integrity.	Regulation 8(g)	<p>Driving schools found to have conducted themselves in a manner that is illegal, dishonest or unethical may be subject to disciplinary actions up to and including revocation of the driver training school permit.</p> <p>Specific disciplinary action will be proportionate to the offense committed.</p>	Variable

Record Keeping Requirements

Driver training schools must maintain proper records in the format prescribed by the requirements. MPI may request access to, or copies, of any required record.

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Retains records for five years at operator's place of business.	Regulation 15(1)	<p>All records regarding vehicles, instructors and students must be maintained by the driver training school for a minimum of five years.</p> <p>During an audit, inspection, or investigation, MPI may request records from any point within the last five years. The permit holder must produce these records immediately upon such a request.</p>	Moderate
Maintains record of every vehicle used for training, including copy of registration and proof of insurance.	Regulation 15(1a)	<p>Driving schools must maintain records of each vehicle used for training. These records must include:</p> <ul style="list-style-type: none"> • Identifying information specific to the vehicle such as VIN, make, model and licence plate number • A copy of the vehicle's registration • Proof of insurance • Maintenance and inspection records, including any records produced or recorded in accordance with any applicable regulation governing commercial motor vehicles. 	Moderate
Maintains complete and correct records of each licensed driving instructor employed by or providing training on its behalf.	Regulation 15(1b)	<p>Driving schools must maintain records of each instructor who provides training on their behalf.</p> <p>Instructor records must include:</p> <ul style="list-style-type: none"> • Name and contact information (telephone number and/or email address) • Driver's licence number (keeping a copy of the Driver's Licence is recommended) • Current driving instructor's permit • An employment agreement, or agreement to provide instruction on behalf of the school. <p>A copy of the person's MELT certification must also be included for any individual providing MELT training on behalf of the school.</p>	Moderate

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Maintains complete and correct records of each student.	Regulation 15(1c)	<p>Driving schools must maintain complete and accurate records of each student who receives training, or associated services, from the school.</p> <p>Records for each student must include:</p> <ul style="list-style-type: none"> • Full name. • Contact information (telephone number, email address, and home address). • Chronological lists of all training provided to the person, including dates and times, duration, and verification of attendance. • Results for any assessment, test or evaluation conducted during training. • Itemized statements and receipts for any purchased services. <p>MELT providers have additional record requirements, which are documented in the Training Standards. These include ensuring that each student's file contains:</p> <ul style="list-style-type: none"> • Driver's licence number and/or MPI customer number (keeping a copy of the student's Driver's Licence on file is recommended). • Student consent forms authorizing submission of MELT completion record. 	Moderate
Student records are sorted alphabetically by last name.	Regulation 15(1c)	To ensure that individual records can be retrieved in a timely manner, all student records must be stored in alphabetical order based on the last name of the students.	Minor
Stores student records separately from other records.	Regulation 15(2)	Student records must be clearly divided and separate from vehicle records, instructor records and other school records.	Moderate
Provides itemized statements and payment receipts.	Regulation 17	<p>A written itemized statement of services and a receipt for each payment must be issued to each person who receives services from a driver training provider. Copies should be kept in the student's record.</p> <p>Services include, but are not limited to, driving lessons, scheduling road tests, and accompanying individuals to road test appointments.</p>	Minor

Regulatory Requirements: Class 1 Driving Instructors

The following requirements apply to all Class 1 driving instructors. Driving schools must ensure that any instructor providing driver training on their behalf is acting in accordance with the requirements.

Contraventions may impact the driving instructor's permit, the driving school permit, or both.

Driving Instructors delivering the Entry-Level Professional Truck Driver Training (244-hour) Program must meet the qualifications and requirements defined in [The Private Vocational Institutions Act](#) and [regulation](#).

General Requirements

Driving instructors may be sanctioned for failure to comply with any of the following requirements. Driving schools may also face sanctions if driving instructors are non-compliant with these requirements while providing training on behalf of the school.

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Is permitted to provide driver training.	DVA 95(3)	A valid driving instructor permit, issued by the registrar, is required to provide driving instruction in exchange for payment, or to provide instruction on behalf of a driver training school. More information about obtaining a driving school permit is available at https://www.mpi.mb.ca/Pages/becoming-a-driving-school.aspx	Major
Produces permit upon request.	Regulation 18	Driving instructors are required to produce their permit when it is requested by a police officer or a person acting under the authority of the registrar. Instructors should have their permit on them whenever conducting training.	Minor

Permit Conditions

Driving Instructors must adhere to all conditions imposed on the permit. While certain conditions are imposed on all Class 1 driving instructor permits, other conditions may be applied on a case-by-case basis.

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Provides instruction only for permitted driving schools.	Regulation 6(a)	Permitted instructors must not knowingly provide instruction on behalf of any entity that does not hold a valid driver training school permit. Driving instructors may contact the MPI Permit Unit to confirm the permit status of driving schools.	Major
Provides instruction only in permitted training vehicles.	Regulation 6(b)	All vehicles must have valid permits before they can be used for training purposes. This includes both in-yard and on-road training. Driving instructors must not use non-permitted vehicles for training.	Major
Does not provide instruction on a test route.	Regulation 6(c)	Driver training is not allowed on streets, parking or backing areas that are used for driver testing purposes. This applies at all times at MPI service centres, including after hours, on weekends and on holidays. Disciplinary actions may be imposed if vehicles are observed following MPI testing routes.	Moderate
Adheres to the DVA and HTA.	Regulation 6(d)	Driving instructors must meet all requirements defined in the DVA and HTA and regulations under those Acts. Non-compliance will result in disciplinary measures that are proportionate with the violation(s) committed.	Variable
Delivers training in accordance with the approved curriculum and training standards.	Regulation 6(d.1)	Any instructor providing MELT must do so in accordance with the approved curriculum and training standards. Following the curriculum includes using required materials, completing activities, and conducting assessments and evaluations as described in the approved curriculum.	Variable (defined in MELT training standards)

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Allows inspection, audit or other evaluation method.	Regulation 6(d.2)	<p>The permit holder must allow, and cooperate with, audits, inspections and evaluations conducted by MPI to ensure compliance. This includes:</p> <ul style="list-style-type: none"> • Inspection of vehicles, premises, and records. • Interviews with current or former students and instructors. • Attending and monitoring any driver instruction session, including in-class, in-yard and in-cab training, along with any evaluations or assessments. 	Major
Cooperates in an inspection, audit or other evaluation method.	Regulation 6(d.3)		
Adheres to the Driver Training Provider Professional Code of Conduct	Regulation 6(e)	<p>All driving instructors, driver training schools, and employees of driving schools are required to adhere to the Code of Conduct.</p> <p>Driving instructors and driver training schools will be required to sign the Code of Conduct when applying for a permit.</p>	Variable (defined in Code of Conduct)
Maintains up-to-date information with the Permit Unit.	Regulation 6(e)	<p>Driving instructors are required to ensure that up-to-date information is on file with the Permit Unit.</p> <p>The Permit Unit must be notified within 15 days of any changes to name, address, email address, or other contact information for instructors.</p> <p>Updates are to be provided by email.</p>	Minor
Carries out business according to law and with honesty and integrity	Regulation 6(e)	<p>Driving schools found to have conducted themselves in a manner that is illegal, dishonest or unethical may be subject to disciplinary actions up to and including revocation of the driver training school permit.</p> <p>Specific disciplinary action will be proportionate to the offense committed.</p>	Variable

Regulatory Requirements: Class 1 Training Vehicles

Driver training schools are responsible for ensuring that any vehicle used for driver training is in compliance with the following regulatory requirements.

Non-compliance may result in sanctions against the Driver Training School permit, the Driving Instructor permit and/or the Driver Training Vehicle permit.

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Only permitted vehicles may be used for driver training.	Regulation 10	<p>All vehicles must have valid permits before they can be used for training purposes. This includes both in-yard and on-road training.</p> <p>Driving schools must ensure that vehicles are properly permitted before they are used for training. Driving instructors may not conduct training using non-permitted vehicles.</p>	Major
Vehicles have signage that contains prescribed wording in legible lettering.	Regulation 11(3a)	<p>Signage must be attached to the top or rear of the vehicle which contains the words “STUDENT DRIVER” or “TRAINING VEHICLE” in legible upper case letters at least 20 cm in height. The colour of the lettering must contrast with the background colour.</p> <p>Signs must be clearly visible from at least 20 m behind the vehicle.</p> <p>Signage must be in place before the vehicle is used for training purposes (in-yard and on-road).</p>	Moderate
Displays the name of the driver training school on both sides of the vehicle.	Regulation 11(3b)	<p>The name of the driving school must be displayed on both sides of the vehicle. Lettering must be in upper case, and at least 10 cm in height. The lettering and background must be in contrasting shades.</p> <p>Required signage must be in place before the vehicle is used for training purposes (in-yard and on-road).</p>	Minor

Requirement	Source Section	Guidance and interpretation	Contravention severity level
Only permitted instructors, and supervised students, may use the vehicle for training purposes.	Regulation 12(a)	<p>The vehicle can only be used for training by a person who has a valid driving instructor's permit or driver training school permit. When the vehicle is being operated by any student:</p> <ul style="list-style-type: none"> • The student must hold a valid licence authorizing them to operate the vehicle • A permitted instructor must act as a supervising driver and must occupy the seat nearest the driver and be in a condition to lawfully operate the vehicle 	Major
Vehicle is operated in adherence with the DVA and HTA.	Regulation 12(c)	<p>Driver training vehicles must meet all requirements defined in the DVA and HTA and regulations under those Acts.</p> <p>Non-compliance will result in disciplinary measures that are proportionate with the violation(s) committed.</p>	Variable
Vehicle complies with other conditions imposed by the registrar.	Regulation 12(d)	<p>All vehicles must be properly maintained and in safe operating condition whenever in use for driver training.</p> <p>Operators must adhere to the requirements of the Commercial Vehicle Trip Inspection Regulation (CVTI) and administrative requirements including:</p> <ul style="list-style-type: none"> • The vehicle must be inspected for all minor and major defects listed in Schedule A of the CVTI every 24 hours that the vehicle is in service. • Upon discovery of any major defect, the training provider is required to have the defect corrected before the vehicle may again be used for any purpose. • Inspection reports must be completed for each inspection, and must include information about any minor and major defects discovered. • Inspection reports, including road test inspections, must be retained for at least six months, and may be requested during audit or investigation activities by the Permit Unit. • A complete, correct, and current (within the preceding 24 hours) inspection report must be presented when attending a road test appointment. 	Moderate

		<p>MPI will investigate any reported complaints or concerns related to the safe operation of vehicles.</p> <p>Permit holders may be required to demonstrate that vehicles are in proper working condition. MPI may request inspection reports, repair records and receipts to confirm required maintenance has occurred.</p> <p>The registrar may impose specific conditions on any training vehicle permit.</p>	
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