



DRIVING INSTRUCTOR PERMIT REQUIREMENTS – SCHOOL BUS

Driver training permits are governed by the Driver Training Schools, Driving Instructors and Training Vehicles Regulation 46/2006 under the *Drivers and Vehicles Act*. In order to be considered for a Manitoba Driving Instructor permit you must meet the following criteria:

Criminal Code

- 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.

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 before proceeding with the requirements.

Driving Experience

- School Bus applicants must provide confirmation by their employers on company letterhead of the following minimum mileage requirements during the four years immediately before the date of application: 120,000 kilometres or 2,500 hours in a School Bus

Providing you meet the criteria, you may proceed with the following:

Instructor Preparation Course (IPC)

Successful completion of the IPC is valid for three years from the date you begin the course.

- School Bus Instructor
Manitoba Education and Training
School Bus Driver Instructors' Program - Phase III

Instructor Tests

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.

Complete the following tests:

1. Class 5 knowledge test – a **maximum of three (3) errors** is permitted.
2. Class 5 practical (road) test – a **maximum of six (6) General Errors** is permitted.
3. Knowledge test for each class of licence for which you wish to instruct (Class 2 School Bus Test) - a **maximum of three (3) errors** is permitted for each test.

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

Once you have completed the instructor preparation course, knowledge and practical tests (Permit Unit will verify all tests have successfully been completed), and have all the necessary documents you are ready to submit your application. Please use the checklist on the next page; all items are required in order to determine your eligibility and process your application.

PREPARING YOUR PERMIT APPLICATION

CHECK LIST

- Application Form
 - Valid e-mail address required
- General Consent Form
- Instructor Preparation Course certificate
- Criminal Record Search(including the Vulnerable Sector Query) – original document only
 - 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.

The Criminal Record VSQ is required to satisfy the regulatory requirement and must not be dated more than 90 days before you submit your application.

- Permit Fee - \$35 payable to Manitoba Public Insurance – remit with the application.

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

SUBMITTING YOUR APPLICATION

Send your application by mail to:

Manitoba Public Insurance-Driver Training Permit Unit
Box 6300
Winnipeg MB R3C 4A4

Drop off your application in person at

MPI Service Centre - Cityplace
Main floor - 234 Donald Street
Security Desk

We are not able to review your documents while you wait. 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.

