



MELT CLASS 1 DRIVING SCHOOL REQUIREMENTS

Business Requirements:

Must be a legally registered business in Manitoba, have no indebtedness owed to Manitoba Public Insurance and provide:

- Copy of **Extension Insurance Policy** indicating third-party liability insurance with an amount not less than a combined amount of \$5,000,000 for all training vehicles and trailers.
- Copy of **Commercial General Third Party Insurance Policy** indicating an amount not less \$5,000,000.
- List of **business owner(s) and/or company directors** affiliated with business (copy of Companies Office File Summary).
- Police Information Check (Criminal Record Check)** including **Vulnerable Sector Search** for all driving school owners and directors.
- Copy of current **Occupancy and/or Commercial Zoning Permits** (displayed in school).

School/Facility Requirements:

Must use approved MELT training curriculum (as provided by MPI), use MELT certified instructors (instructor requirements below), train to approved standards and have/use:

- fully functional **Air Brake Board/E-board**
- Classroom** appropriate for training including:
 - **Washrooms** conveniently located
 - **Desks** (or tables) **and chairs** with a writing surface for each student.
 - **Audio – Visual** equipment appropriate for the classroom size
- Yard or Lot for In-yard Training**. The yard can be owned, rented or leased (recommended minimum size 55 m by 73 m) and must accommodate:
 - the number of expected students/trucks;
 - all required backing maneuvers safely, and;
 - be located away from public roadways.

Vehicle/Equipment Requirements:

- Manual Transmission** only.
- Convex Mirrors** – on both driver and passenger sides of front fender.
- Safety Equipment** – to be in each unit and in working order:
 - Fire Extinguisher
 - First Aid Kit
 - High visibility safety vests or jackets (to be worn in yard at all times).
 - Safety cones or pylons
- 53 foot (53') trailer, loaded to 50%, 50% of the time** and must include:
 - **Signage:** A sign that is firmly attached to the top or rear of the vehicle (trailer) and clearly visible from at least 20 metres behind the vehicle and:
 - The sign must contain the words TRAINING VEHICLE, TRAINING CAR or STUDENT DRIVER, in upper case letters at least 20 centimeters in height;
 - The name of the training school to be displayed on both sides of the vehicle in upper case letters at least 10 centimeters in height;
 - The color of all lettering and background must be contrasting shades.

Instructors:

- MELT instruction must be provided by **MELT Certified instructors** only.

Driver training schools may be required to register in accordance with the *Private Vocational Schools Act*. Please call 945-8507 for additional information.

Please Note:

To satisfy MELT requirements, in advance of the contractual agreement between MPI and the School, the Registrar and/or Permit Unit may validate any information provided in your application. Including but not limited to:

- Contact driving school owner(s)
- Contact past/present students to confirm instructor
- Review records/student progress sheets
- Further investigate listed experience as required
- Facility, vehicles and equipment are subject to inspection prior to approval

Additional requirements related to compliance and consumer protection may be introduced in the future.

PERMIT UNIT REQUIREMENTS FOR MELT CERTIFIED VEHICLES

Driver Training Schools must submit the application for a Training Vehicle permit and should become familiar with Part 4 sections 10, 11, and 12 of the Driver Training regulation. Training in a student's private vehicle is not allowed unless a permit is issued in accordance with section 13.

Once you have prepared your application, send it to the Permit Unit. We will contact you to arrange an appointment for the inspection of the vehicle. The signage on all training vehicles will be checked for wording and size and colour of letters and background.

VEHICLE INSURANCE

Class 1 training vehicles must be insured with third-party liability coverage of at least \$5 million and must carry All Purpose or Other insurance use.

CERTIFICATE OF INSPECTION (COI)

Class 1, 2, and 3 training vehicles require a COI which is dated no more than 6 months prior to applying for a new permit. The pink or yellow copy must be submitted with the application.

NVIS (New Vehicle Information/Identification Statement)

If your vehicle is brand new, instead of the COI, you may provide the New Vehicle Information (Identification) Statement (NIVIS). The date of sale must be indicated on the NVIS and cannot be more than 12 months prior to submitting your application

TRAINING VEHICLE EQUIPMENT

Class 1, 2, 3, and class 4 (combination) vehicles require:

- A sign that is firmly attached to the top or rear of the vehicle (trailer) and clearly visible from at least 20 metres behind the vehicle.
 - The sign must contain the words TRAINING VEHICLE, TRAINING CAR, or STUDENT DRIVER in upper case letters at least 20 centimetres in height.
- The name of the training school to be displayed on both sides of the vehicle in upper case letters at least 10 centimetres in height.
- The colour of all lettering and background must be contrasting shades.

MAKING APPLICATION FOR A TRAINING VEHICLE PERMIT

- Application Form
- Copy of the vehicle registration and insurance certificate
- Proof of applicable third-party liability if not on registration card
- Copy (pink or yellow) of the COI dated within 6 months OR a NVIS dated within 12 months.

Mail the application to:

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

You may also leave your application with Security inside the MPI Customer Service Centre located on the main floor at 234 Donald Street.

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