

Driving Instructor Permit Requirements

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 qualify for a Driving Instructor permit, and maintain certification, applicants must demonstrate that they meet the defined licensing, experience, education, and examination requirements. Failure to meet these requirements will result in denial of the application or cancellation of any permit issued.

All potential applicants should ensure their driving record and driving experience meet the established standards before completing the necessary training and examinations.

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

Application Types and Permit Fees

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

Driving Record Confirmation

Fee: \$0

Prior to completing the training and examination requirements, applicants may request confirmation that their driving record and experience meet the qualification requirements. MPI will review the relevant information and notify the applicant by email of the results.

New Application

Fee: \$35

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

Renewal Application

Fee: \$20

Applicants with a valid and current Driving Instructor Permit may apply to renew the existing permit if it 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.

Application for Reinstatement

Fee: \$35

Applicants who have held a Driving Instructor Permit but do not hold a current or valid permit may apply for Reinstatement.

Licensing and Driving History Requirements

All Driving Instructor permit applicants must hold a valid full-stage driver's licence for the class(es) of vehicle in which they wish to provide instruction. Applicants must have held the appropriate valid full stage licence, issued within Canada or the United States, for at least three years proceeding application date.

Applications may be denied for any individual who has been suspended or prohibited 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; and/or
- An unpardoned offence under the Criminal Code (Canada).

Permits will not be granted to any individual who, in the three years preceding the application, has:

- Been guilty of more than two contraventions of The Drivers and Vehicles Act, The Highway Traffic Act, a regulation under either of those Acts, or similar legislation in another jurisdiction in Canada or the United States; and/or
- Had more than two accidents for which he or she is responsible; and/or
- Been convicted of an offence under The Drivers and Vehicles Act, The Highway Traffic Act, or a regulation under either of them, for which a demerit value of 10 or more is set out under the *Driver Safety System Regulation* Manitoba Regulation 13/2009.

Supporting documentation to be included with Application
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| <input type="checkbox"/> Signed Acknowledgement and Authorization allowing MPI to review the applicant's driving history and licence status. |
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Driving Experience Requirements

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

Applicants must provide documentation that confirms they have operated the relevant class of vehicle for at least the minimum number of kilometers or hours shown below within the last ten years. Mileage will be considered for long-haul or highway driving. Applicants whose experience is limited to local routes may submit driving hours instead. Combinations of highway mileage and local driving hours may also be considered.

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

Supporting documentation to be included with Application

- Letter from employer(s) along with supporting documentation to confirm completion of required mileage or hours (see sample below). Letters must:
- Be on company letterhead
 - Include the company's contact information
 - Include the name and title of the person signing the letter.

Sample Letter of Mileage Confirmation

November 15, 2021

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

ATTENTION: Permit Unit

CONFIRMATION OF DRIVING EXPERIENCE

This is confirmation that as an employee of Pretend Company, Joe Sample has driven more than 500,000 kilometres in a Class 1 vehicle within the last four (4) years.

John Q Public

John Q Public, General Manager
Pretend Company
123 Main Street, Winnipeg
(204) 555-0000

- Logbooks, paystubs, or other documents that confirm eligibility should also be included with the application.

Education Requirements

Applicants must complete the required training program no more than four years before applying. Applicants must provide proof, such as a certificate, indicating they have completed the program.

Vehicle Class	Training Program
Class 1, Class 2, and/or Class 3	Class 1 Mandatory Entry Level Training (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 and/or Class 5	Driver Instructor Training Continuing Education, Red River College 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/

Supporting documentation to be included with Application
<input type="checkbox"/> Certificate of completion for the required course, indicating the course was completed not more than four years prior to the date of application.

Examination Requirements

Applicants must successfully complete the required Commercial Driving Instructor (CDI) examinations prior to submitting an application. These requirements ensure that potential instructors demonstrate the appropriate skills and knowledge to instruct others in the safe and legal operation of vehicles.

Knowledge Test (KT) results are valid for one year from the time the test was taken.

Road Test (RT) results are valid for four years from the test's time.

Applicants may attempt each of the required examinations a maximum of two times within a 12-month period. Additional attempts within that timeframe may only be made with the consent of the registrar.

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

Applicants are encouraged to review the Driver's Handbook, Professional Driver's Manual, and/or Air Brake Manual prior to attempting the required examinations.

<p>Supporting documentation to be included with Application</p> <p><input type="checkbox"/> Signed Acknowledgement and Authorization allowing MPI to review the applicant's examination history.</p>

Other Requirements

All applicants must provide an acceptable document showing the results of a Criminal Record Search, conducted within 90 days of the date of application. New applicants must also request a Vulnerable Sector Search as part of the check.

Applicants may apply for a Criminal Record Check online through the Commissionaires at [Criminal Record Checks | Commissionaires](#). The PDF generated from this check will be accepted if 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 must be supplied.

Applicants for a Class 5 or Class 6 Driving Instructor's Permit must provide original satisfactory Child Abuse Registry Check with the application. Please visit the [Government of Manitoba Child Abuse Registry](#) website for more information.

Class of Instruction	Type of Application	Supporting documentation to be included with Application
Class 1 Class 2 Class 3 Class 4	All New Applications Applications for Reinstatement if previous permit was issued more than 4 years ago. Renewal Applications Applications for Reinstatement if previous permit was issued less than 4 years ago.	<input type="checkbox"/> Criminal Record Check with Vulnerable Sector Search <input type="checkbox"/> Criminal Record Check
Class 5 Class 6	New Applications Applications for Reinstatement if previous permit was issued more than 4 years ago. Renewal Applications Applications for Reinstatement if previous permit was issued less than 4 years ago.	<input type="checkbox"/> Criminal Record Check with Vulnerable Sector Search <input type="checkbox"/> Child Abuse Registry Check <input type="checkbox"/> Criminal Record Check <input type="checkbox"/> Child Abuse Registry Check

Driving Instructor Permits will not be approved for any individual who, in the five years preceding the application, has:

- 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; and/or
- Any convictions under the Criminal Code (Canada) of an offence against a 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 Act of another province or territory of Canada.

- Legislative and Administrative Provisions

Applicants for all Driving Instructor 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

Driving Instructors must adhere to any conditions imposed on the permit by the registrar.

Driving Instructors providing Class 1 entry-level training must also:

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

Applicants should review the information available at [Becoming a Driver Instructor](#) 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 the application.

Driving Instructor Permit Application Policy and Processes

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 inspect any premises or vehicle used for training purposes.

Decisions on permit applications will be communicated in writing to applicants within three weeks of receipt of the complete 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, the holder must carry it whenever providing training. 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.