

**PROCEDURES AND QUALIFICATIONS**

**REQUIRED TO APPLY FOR**

**DRIVING SCHOOL**

**INSTRUCTOR'S LICENSES**

## **1.0 GENERAL**

Persons making application for licensing as a driving instructor for classes 3, 4, or 5 must be at least twenty-two (22) years of age and have been holding a valid Canadian license for the last five years. To instruct drivers for a class 1 or 2, licensee must have been the holder of a valid Canadian license for the last 5 years and have held a class 1 or 2 license for the last 2 years. A valid P.E.I. license must be presented at the time of application.

The applicant must be free from any mental or physical disabilities that might affect the applicant's ability to instruct persons in the operation of motor vehicles.

The applicant must have training or instructing experience, public speaking or other related courses.

The operating record of the applicant must show that person to be of good character. The record will be reviewed for convictions and suspensions incurred for the five years previous to the application for licensing as a driver training instructor.

The Director may refuse to issue a license based on the information contained on the operating record subject to the provisions of the Regulations.

A list of documents relating to the application is included in the following pages.

The applicant will undergo a series of exams to determine instructional ability, driving skills and knowledge of the rules of the road.

It is the applicant's responsibility to be prepared for these exams by obtaining the necessary reference material. A list of suggested material is included in the following pages.

## **2.0 LICENSING PROCEDURE**

### **2.1 HIGHWAY SAFETY OPERATIONS OFFICES**

1. Driver instructor licensing is a specific responsibility of Highway Safety and is carried out at Highway Safety offices located in Summerside and Charlottetown. These offices are located at

33 Riverside Drive  
P.O. Box 2000  
Charlottetown, P.E.I.  
C1A 7N8  
368-5271

120 Harbour Drive  
P.O. Box 2063  
Summerside, P.E.I.  
C1N 5L2  
888-8300

Inquiries are to be directed to the Supervisor of Driver Training at the Charlottetown address.

### **3.0 BASIC REQUIREMENTS**

#### **3.1 DOCUMENTS**

If initial application is approved, the following documents must be completed and submitted to the Highway Safety Operations:

- an abstract of the driving record (if from out-of-province);
- medical referral forms completed by a duly qualified medical practitioner;
- vision referral form completed by a duly qualified ophthalmologist or optometrist (if necessary);
- operator's license for inspection; and
- such other documents supporting character, experience, or qualifications upon request.

#### **4.0 EXAMINING**

- The applicant must pass a written examination encompassing the Highway Traffic Act, safe driving practices and theory of instruction.
- The applicant must pass a driving test encompassing the skills of driving, application of the rules of the road, personal driving habits and the application of techniques of instruction.

#### **5.0 FEES**

The fee of \$15.00, is charged for each application for licensing as a driving instructor. The fee is payable at the time of application.

#### **6.0 RENEWALS**

Renewals may be made by re-submitting application forms, passing such tests as may be prescribed by the Director and paying \$10.00.

## **7.0 WRITTEN TEST**

### **7.1 REFERENCE MATERIAL**

The following books should be studied in preparation for the written examination:

- The Highway Traffic Act - available from  
Island Information Services  
11 Kent Street, P.O. Box 2000  
Charlottetown, P.E.I. C1A 7N8
- The Prince Edward Island Driver's Handbook - available from any office of  
Highway Safety
- Propulsion books are available from Charlottetown and Summerside Highway Safety  
offices (for Class 5 only)
- Driving School Regulations - available from Island Information Services.

### **7.2 FIRST TEST**

The written examination will be conducted as follows:

Tests will be arranged by appointment through Highway Safety Driver Testing Section.

Applicant prepares for test. If the first test is not passed then retesting will be conducted.

### **7.3 ROAD TEST**

A road test must be passed for each class of license in which the applicant will instruct. The test will be conducted using the class of vehicle for which the applicant seeks endorsement.

It is the applicant's responsibility to provide a vehicle that will pass safety standards as applied by the Motor Vehicle Inspection Regulations. The applicant is responsible to ensure the proper documents for the vehicle are available for inspection. The test is arranged by appointments made through the Driver Testing Section.

# **PROCEDURES**

## **1.0 APPLICATION**

- Applicant makes intention known
- Applicant receives application form and information package
- Applicant returns completed documents
- File is opened, fee is collected, receipt is issued
- Applicant is advised he/she will be contacted after screening is completed
- Applicant is interviewed to determine suitability and to explain the procedure to be followed

## **2.0 QUALIFICATIONS**

### **2.1** When applying for a Driver Education In-Class Instructor license the applicant must:

- have a Driver Education Instructor Certificate, or equivalent training in instructing courses or a mandatory Driver Education Teaching Preparation Course from Nova Scotia;
- be at least twenty-one (21) years of age;
- be physically and mentally competent;
- have a valid P.E.I. Driver's license for at least one (1) year;
- have an acceptable driving record; and
- not have been convicted of a criminal offence in the last five (5) years.

### **2.2** When applying for Driver Education In-Car Instructor license the applicant must:

- have completed Grade 12;
- be at least twenty-one (21) years of age;
- be physically and mentally competent;

- have an valid P.E.I. Driver's license;
- have an acceptable driving record;
- not have been convicted of a criminal offence in the last five (5) years;
- have experience related to the area of highway and driver safety;
- have completed the standard thirty (30) hour Driver Education In-Class Course (or be prepared to take this course) from the Driver Education Teaching Preparation Course Nova Scotia; and
- have successfully completed the P.E.I. Highway Safety's three (3) days of Behind-the-Wheel Modules.

**2.3** When applying for the Driver Training In-Car Instructor license the applicant must:

- have completed Grade 12;
- be at least twenty-one (21) years of age;
- be physically and mentally competent;
- have a valid P.E.I. driver's license;
- have an acceptable driving record;
- not have been convicted of a criminal offence in the last (5) years;
- complete the standard written test covering the rules of the road and identification of road signs; and
- meet the vision requirement for the class of license for which instruction is to be given.

**2.4** The applicant will complete a P.E.I. Highway Safety road test which will:

- evaluate the applicant's personal driving habits, application of Rules of the Road, safe driving habits, and application of instructional technique;
- evaluate applicant's response to verbal directions and questions;

- evaluate applicant's knowledge and ability to demonstrate his/her application of technique of Instruction to students in given driving situations;
- demonstrate the method of teaching several different skills and basic maneuvers; and
- evaluate the sequence, technical knowledge quality of the overall demonstration.

### **3.0 SCREENING**

- documents are reviewed to ensure the criterion is met;
- applicant's driving record is checked locally and in other jurisdictions as required;
- character and qualifications are checked;
- applicant is contacted for further information or clarification as required; and
- decision is made on course of action:
  - \* refusal of license and fee is returned
  - \* application filed
  - \* testing required, or
  - \* partial or complete waiver of tests

### **4.0 TESTING**

- applicant must pass a written examination encompassing the Highway Traffic Act, safe driving practices and theory of instructions; and
- applicant must pass a driving test encompassing the skills of driving, application of the rules of the road, personal driving habits and the application of techniques of instruction.

#### **4.1 WRITTEN**

- applicant makes an appointment for written examination when he/she feels prepared;

- test is scored and mistakes shown and discussed with applicant;
- retesting is arranged if first attempt is a failure;
- road test is arranged if written test is successful;
- results are recorded on file; and
- exam is posted on file.

#### **4.2 ROAD TEST**

- applicant makes an appointment for a road test after a minimum of one week has elapsed since completing written test;
- road test is conducted;
- applicant is advised of strong and weak points, and the suggested remedial action required;
- retesting is arranged if unsuccessful;
- test and comments are posted to file;
- applicant is advised that he/she will be contacted;
- test and recommendation are posted to file;
- file passed to Safety Co-ordinator for decision; and
- applicant notified of results:
  - \* refusal and reason, or
  - \* approval and is license prepared and issued.

#### **5.0 RENEWAL**

- application made for renewal; and
- fee paid and receipt issued;
- application to be accompanied by:



- \* driving record abstract;
- \* medical referral forms (every three years), completed;
- \* vision referral forms (if necessary), completed;
- \* certificates of qualifications gained since last application;
- \* proof of insurance, if applicable;
- \* license renewed if satisfactory; and
- \* retesting conducted if required;

## **6.0 REVOCATION - SUSPENSION**

These actions are based on the person's driving record. They are taken when the provision of Section 15 of the Regulations come into play.

- Driving record is brought to the attention of the Director of Highway Safety as convictions are recorded.
- Applicant is interviewed concerning record as to the effect of Section 15 of the regulations.
- Instructor's license is surrendered until cause of action is cleared up.

## **7.0 DRIVING SCHOOL VEHICLE REQUIREMENTS**

- Vehicle must meet required safety standards;
- Vehicle must be properly insured and registered as required by the Director;
- Vehicle must be kept in good condition at all times (mechanically and cosmetically)
- Vehicle must have installed a dual braking system acceptable to the Director or an agent of the Director;
- Vehicle safety checks to be done on Driving School vehicle on a regular basis;
- Must have sufficient insurance coverage;

## **7.1 OTHER REQUIREMENTS**

- Facilities must be inspected and approved by the Director or agent of the Director;
- Curriculum must be approved by the Director. (Driver Education Package);
- Resource materials must meet approval of the Director (films, audio visual aid, books, lectures, etc.);
- Must have Prince Edward Island Highway Safety Operations licensed instructors;
- Must maintain an acceptable standard of instruction established by Highway Safety; and
- Must maintain student performance records (see attached) to be kept on file for a period of time to be specified by the Director.