

- A. Complete the following forms:
1. Application for Driver Training School Licence
 2. Surety Bond or Guarantee in a minimum amount of \$10,000.00
 3. Driver Incentive Program (if applicable)
 4. Vehicle Inspection Report (if applicable)
 5. Non-Owned Vehicle Liability - SPF #6 (if applicable)
- B. Provide the following:
1. Certificate of Incorporation, and/or Proof of Filing for a Trade Name or Partnership Registration, including Articles of Incorporation (if incorporated) and all associated Registration Statements (produced from Service Alberta - Corporate Registry database). If the driving school is not incorporated as a limited company, it must be registered with a name such as 'John's Driving School' or 'Bert and Ernie's Driving School'.
 2. An original Criminal Record Check (dated within 90 days of application being received by Alberta Transportation) of the applicant or the directors or partners of the applicant – Refer to *Section 4(1)(d), Driving Training and Driver Examination Regulation (AR 316/2002)*.
 3. Business Licence or Zoning Permit or Occupancy Permit
 4. Vehicle Registration and Insurance (include 6d Endorsement)
 5. Schedule of Fees/ Contract/ Student Record
 6. Classroom verification (if conducted by another school/agency)
 7. Proof of Payment (receipt) of Licence Fee (\$175 plus applicable service charges and GST, payable at any Registry Agent office)
- C. Inspection:
1. Driver Training Vehicle (Signs/ Brakes/ Mirrors)
 2. School (File Security, Classroom Size, Facilities and Teaching Aids)
- D. Other:
1. A Driver Programs Administrator completes audit form
 2. School Licence is Issued
- E. Supplies Issued:
1. Course Completion Certificates and Control Sheet
 2. Master Copies of Test Papers 1 and 2/ Scoring Keys/ Answer Sheets
 3. Curriculum Guide, including the following Master Documents:
 - a. Record of Driver Training Instructors
 - b. Record of Driver Training Vehicles
 - c. Instructor Monitoring Report
 - d. General Inspection Report
 - e. Vehicle Inspection Report
 - f. Instructor Licence Renewal Application
- F. School Inspections After Opening
1. The first audit of a driver training school is conducted three months after opening. Audits will then be conducted as required, but at least once in a two year period.
 2. Complaints against a driver training school will be investigated. Violations of driver training standards will be dealt with under the *Driver Training and Driver Examination Regulation (AR 316/2002)*.

Obligations of the Driver Training School Owner (Refer to the *Driver Training and Driver Examination Regulation (AR 316/2002)*)

1. The Surety Bond is to remain in effect and run concurrently with the Driver Training School Licence.
2. The Driver Training School Licence issued by Alberta Transportation, Driver Programs and Licensing Standards, expires on the date indicated on it. The licence is to be displayed in the place of business.
3. The municipal business licence is to be displayed in the place of business.
4. The Driver Training School must employ an instructor who will be designated as the Senior Instructor. This individual must have a minimum of two years experience as a licensed driving instructor in the same class of training as offered by the school.
5. Maintain a current list of driving instructors on the form provided.
6. Maintain a current list of driver training vehicles on the form provided.
7. Driver training vehicles of a model year earlier than the current calendar year must carry an approved mechanical inspection report.
8. Maintain a non-owned liability insurance policy on any driver training vehicle owned by a person or company other than the driver training school.
9. Ensure that any non-owned school vehicles are properly registered and insured, and are covered by the 6d endorsement.
10. Comply with minimum driver training curriculum guidelines.
11. Submit a schedule of fees as requested.
12. Maintain the Notice of Driver Education Course Completion Certificates (TRANS 0047) in a secure manner. The school is accountable for used and unused certificates.
13. Maintain a record keeping system, including student registration, classroom and in-car training, for not less than two years.
14. Provide students with a statement disclosing fees, services and conditions.

For further information, please contact a Driver Programs Administrator at:

Toll-free in Alberta by first calling 310-0000.

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