

CERTIFIED EMPLOYEE DRIVER TRAINING AGENCY

Procedures
Manual



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Forms

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SUBJECT: INTRODUCTION

Role of Certified Employee Driver Training

- A.** Alberta Transportation has a mandate to ensure the safety of all those who share the highways of our province. Part of this commitment is the promotion of professional driver training to provide a foundation of the proper skills, knowledge, and attitudes that will allow drivers to operate safely for decades into the future.
- B.** The provision of commercial driver training services to Albertans is a shared responsibility between Alberta Transportation, which provides the legislative authority and policy framework, and authorized organizations that provide the training.
- C.** Training must be conducted in accordance with the standards contained within the Certified Employee Driver Training Procedures manual, subject to amendments or directives from Alberta Transportation.
- D.** Certified driver training personnel are required to be familiar with the contents of this manual. Alberta Transportation permits and encourages authorized organizations to copy any or all portions of this manual for distribution to instructors.
- E.** Alberta Transportation provides on-going support services to the industry, along with regular performance evaluations, to ensure the highest standards of service delivery to Albertans.

Authority of the Registrar

- A.** The Registrar of Motor Vehicle Services has the legislated authority to establish terms and conditions for the certification of agencies and individuals.
- B.** Compliance with the Certified Employee Driver Training Procedures manual is a term and condition of an agency's or instructor's certified status. Non-compliance can result in a suspension or cancellation of this status.

Note: Commencing in 2012, this manual will be provided initially to Commercial Driver Training Program agencies certified to deliver the Alberta Air Brake Program. As other programs are reviewed, the manual will incorporate those procedures and be provided to those participants.

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SUBJECT: INTRODUCTION

Guiding Principles

- A.** It is the duty of any individual or agency, certified to provide commercial driver training programs on behalf of Alberta Transportation, to:
1. Recognize that you are in a position of public trust, and the safety of many people depends upon your decisions.
 2. Administer your duties without personal prejudice or partiality, as required by the Charter of Rights and Freedoms.
 3. Conduct all training in a manner that recognizes the dignity of the individual.
 4. Be a model of excellence to the public in your personal driving behavior.
 5. Have full knowledge of driver training procedures appropriate to your role. Contact Alberta Transportation for clarification of any policy or procedure that you do not fully understand.
 6. Avoid distractions or other factors (i.e. fatigue) that could affect your delivery of the program.
 7. Maintain your personal appearance, voice and demeanor in a professional manner.

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SUBJECT: GLOSSARY

The following terms will be used within this manual:

Administrator - A Driver Programs Administrator.

Agency - A Certified Employee Driver Training Agency.

Alberta Transportation - The provincial government Department responsible for, among other duties, administering driver programs.

Authorized Organization - An organization certified or licensed to provide driver training programs, including Licensed Driver Training Schools and Certified Employee Driver Training Agencies.

Certified Employee Driver Training Agency - An agency certified to provide driver training programs approved by Alberta Transportation to its employees.

Director - The Director, Driver Programs and Licensing Standards.

Driver Programs and Licensing Standards (DPLS) - The section of Alberta Transportation, Driver Programs, responsible for, among other duties, certifying and regulating Commercial Driver Training Programs and instructors.

Driving School - A licensed Driver Training School.

Executive Director - The Executive Director, Driver Programs.

Instructor - An individual certified or licensed by Alberta Transportation to deliver approved driver training programs.

Investigator - A Driver Programs Investigator.

Manager - The Manager, Provincial Operations and Compliance

NAIT - The Northern Alberta Institute of Technology, located in Edmonton.

Registrar – The Registrar of Motor Vehicle Services, and includes any person who has been granted the delegated authority to act on behalf of the Registrar of Motor Vehicle Services.

Registry Agent - A business, whose employees provide, among other duties, operator licensing services to the public under the direction of Service Alberta.

SAIT - The Southern Alberta Institute of Technology Polytechnic, located in Calgary

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SUBJECT: GLOSSARY

Service Alberta - The government department which provides registry services to the public through Registry Agents. These services include knowledge and vision tests, the screening of medical forms, and the issuance of operator licences and endorsements.

Special Investigations Unit (SIU) – A jointly staffed section of Service Alberta and Alberta Transportation, responsible for protecting the integrity of licensing systems and programs.

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SUBJECT: ADMINISTRATIVE AUTHORITY

Standard: The following Alberta Transportation personnel have responsibility pursuant to the legislated authority for the *Driver Training and Driver Examination Regulation*, under the *Traffic Safety Act*.

A. Minister of Transportation

1. The Minister of Transportation oversees all transportation-related legislation, including the regulation of drivers, vehicles and roadways. The Minister exercises the authority conferred by the *Traffic Safety Act* and its related *Regulations*.

B. Assistant Deputy Minister, Transportation Safety Services Division

1. The Assistant Deputy Minister has been delegated authority under the *Traffic Safety Act* as the Registrar of Motor Vehicle Services, Responsible for Transportation Safety Services.

C. Executive Director, Driver Programs

1. The Executive Director has the delegated authority to administer programs related to drivers.
2. The Executive Director has the authority to initiate disciplinary procedures relating to driver education/training programs.

D. Director, Driver Programs and Licensing Standards

1. The Director has the delegated authority to administer programs related to the licensing of drivers.

E. Manager, Provincial Operations and Compliance

1. The Manager has the delegated authority to coordinate the administration of programs related to drivers on a regional basis.

F. Driver Education Program Coordinator

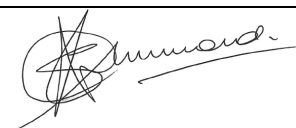
1. The Coordinator is responsible for developing and coordinating driver education/training programs and policy.

G. Driver Programs Administrator

1. Administrators have the delegated authority, among other duties, to screen and certify applicants for authorized organization or instructor status. They also have the authority to audit, monitor, investigate, counsel and direct authorized organizations and certified individuals on a day to day basis.

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SUBJECT: ADMINISTRATIVE AUTHORITY

H. Driver Programs Investigator

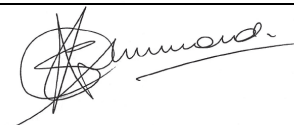
1. Investigators have the delegated authority, among other duties, to investigate authorized organizations and instructors to ensure program compliance.

I. Licensing Officer

1. The Licensing Officer has the delegated authority, among other duties, to issue licences and certificates and to process renewal applications.

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SUBJECT: PROGRAM DELIVERY REQUIREMENTS

Standard: Commercial driver training programs providing an operator's licence endorsement or incentive may only be provided by a licensed driver training school, a certified employee driver training agency, or an educational institution under the *Post-Secondary Learning Act*, approved by Alberta Transportation.

A. Program Application

1. Driver education/training for a fee may only be provided to the general public by a licensed driver training school.
2. Companies may provide driver training to their employees only, without a driving school licence.
3. Driver training programs that provide an operator's licence endorsement and/or a demerit point reduction may only be provided to employees if the agency is certified by Alberta Transportation.
4. Regulated commercial driver training programs that provide an operator's licence endorsement and/or a demerit point reduction include:
 - a. The Alberta Air Brake Program - to obtain a Code Q air brake licence endorsement.
 - b. The School Bus Driver Improvement Program - to obtain a Code S school bus licence endorsement and a demerit point reduction.
 - c. The Defensive Driving Course - to allow licensed drivers to refresh their knowledge and obtain a demerit point reduction.
 - d. The Professional Driver Improvement Course - to allow licensed commercial drivers to refresh their knowledge and obtain a demerit point reduction.
 - e. The Long Combination Vehicles Program - to allow the operation of oversized vehicles.
5. An employee driver training agency or a licensed driver training school applying for program status must submit a completed Employee Driver Training Agency Certificate Application form (REG3191) to DPLS.
6. As part of the application process, DPLS will conduct a facilities inspection.

B. Facility and Equipment Requirements

1. Required facilities and equipment vary depending on the program being presented. Refer to the appropriate section of this manual for details specific to a training program.

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SUBJECT: PROGRAM DELIVERY REQUIREMENTS

2. General classroom requirements:
 - a. The classroom environment must be conducive to learning and comply with local fire, health and zoning regulations.
 - b. Each student must have a seat at a desk or table, with a minimum personal area of one square metre.
 - c. The classroom instructor must have a minimum of two square metres of space available.
 - d. There must be adequate lighting.
 - e. There must be secure storage for government forms and student records, in a lockable filing cabinet or equivalent.
 - f. There must be washroom facilities.

C. Terms and Conditions

1. A certified employee training agency shall:
 - a. Maintain one or more employees who have been certified or licensed as an instructor by Alberta Transportation to present the training program.
 - b. Allow an authorized representative of Alberta Transportation to access the agency's premises for the purpose of inspecting training records, premises, and/or vehicles; to monitor course presentation; or to conduct an audit or an investigation.
 - c. Allow an authorized representative of Alberta Transportation to inspect or remove records of the authorized organization for the purpose of audit review.
 - d. Indemnify and save blameless Alberta Transportation from any claims, demands, losses, damages, action suits or other proceedings brought or prosecuted by reasons of the Commercial Driver Training Program conducted by the authorized organization.

D. Authorization Approval

1. Upon approval by Alberta Transportation, the agency will be issued with a certificate indicating authorization to deliver a commercial driver training program or programs, to its employees only.
2. Certificates are issued for a one year term.

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SUBJECT: PROGRAM DELIVERY REQUIREMENTS

3. The agency will be provided with, upon certification:
 - a. A certificate in a format suitable for framing, which includes the following:
 - i. the agency's certification number;
 - ii. the name of the agency;
 - iii. the type of training program(s) the agency is authorized to provide;
 - iv. the date of issue;
 - v. the certificate expiry date;
 - vi. the signature of the Executive Director; and
 - vii. restrictions, if any.
 - b. A copy of the Certified Employee Driver Training Procedures manual.
 - c. Forms required for program delivery.
 - d. A supply of instructor manuals, if required by the program.
 - e. Other materials necessary for the program.

E. Ongoing Requirements

1. The requirements for obtaining authorization also apply to holding authorization. Failure to maintain the requirements could result in suspension or cancellation of program delivery status.

F. Renewal of Certification

1. Certificates are issued for a term of one year.
2. Agencies are sent a renewal notification 60 days before their certificate expires. Renewal forms are enclosed with the notification, along with instructions on completing and submitting the renewal application to Alberta Transportation. A Record of Certified Instructors form must accompany the renewal application.

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SUBJECT: PROGRAM DELIVERY REQUIREMENTS

G. Record Keeping

1. Agencies must maintain all student records so that they are secure and readily available for inspection by DPLS. Program records, including Class Lists and Control Lists, must also be stored securely and be readily available for inspection by DPLS.
2. For each instructor employed, the agency must keep a record including the instructor's:
 - a. Name;
 - b. Operator's licence number and date of expiry;
 - c. Certificate/licence number and date of expiry; and
 - d. Courses taught for each training program, to allow confirmation for instructor renewal purposes.
3. Student and instructor records must be maintained, and available for review by DPLS, for a minimum of two years. They may be kept indefinitely, at the agency's discretion.
4. If records are to be discarded, they must be destroyed to ensure that personal information is not retrievable.

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SUBJECT: AUDIT PROCEDURES

Standard: An agency shall be audited on a regular basis, or as required, to ensure compliance with Alberta Transportation policies and procedures.

- A. Frequency** - An agency will be audited within the first three months of certification, and then within the next year. Subsequent audits will be scheduled at least once within any twenty-four month period and at any time earlier if deemed necessary.
- B. Components** - During an audit, an Administrator will verify that:
1. All Notice of Air Brake Program Completion (DPLS0005) forms are accounted for;
 2. The current agency certificate is clearly displayed in the classroom;
 3. The list of instructors employed is current, and instructors listed are currently certified;
 4. The instructors' hours of work (and number of air brake components, if applicable) are recorded and comply with program standards;
 5. For the air brake program, that the air board meets standards; and
 6. The agency complies with all program requirements of Alberta Transportation.

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SUBJECT: PROGRAM COMPLIANCE

Standard: Certified agencies and instructors must comply with all policy and procedural requirements related to their program(s) of instruction, as contained within this manual.

- A.** An indication of non-compliance may arise from an audit, or from information or a complaint received from a concerned party.

- B.** Indications of non-compliance will be investigated by Alberta Transportation, and may include:
 - 1. A special audit;
 - 2. Monitoring an instructor
 - 3. Inspecting a facility or equipment;
 - 4. Interviewing the certificate holder;
 - 5. Interviewing students; and/or
 - 6. Any other action deemed appropriate.

- C.** If non-compliance is confirmed, remedial action will be taken. Depending on the circumstances and the nature of the non-compliance, remedial action can take the form of re-training or disciplinary action.

- D.** Re-training can vary from advising of correct procedures to required attendance at a training session.

- E.** Disciplinary action can result in an agency or instructor certificate being suspended or cancelled. A suspension or cancellation is imposed by the Manager.

- F.** A suspension or cancellation may be appealed to the Director, within 30 days of receiving written notification of the action.

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SUBJECT: AIR BRAKE PROGRAM

Standard: The Alberta Air Brake Program has a defined curriculum that must be presented in its entirety to ensure uniform and effective program delivery.

A. Facility Requirements

1. Classroom equipment - In addition to general classroom requirements (see 1.00.04, B.2), an air brake classroom must provide:
 - a. A fully functional air brake board. The board must be inspected and approved by DPLS (see below for requirements).
 - b. A computer, projector and screen for visual electronic presentation of course material.
 - c. A foundation brake display stand with a manual slack adjuster for demonstrating and practising brake adjustments. A second foundation brake display with an automatic slack adjuster is optional.
2. Air brake board requirements
 - a. Supply / wet tank
 - b. Safety valve
 - c. Two service / dry tanks
 - d. Check valves in each service tank
 - e. Drain valves under all tanks (including trailer tanks)
 - f. Two air pressure gauges and an operating low air pressure light (if equipped with an alarm it must be able to be turned off)
 - g. Foot control valve
 - h. Quick release valve
 - i. Front service chamber(s) (minimum one on any size)
 - j. Service relay valve
 - k. Drive axle service / spring park chamber(s) (minimum one of any size)
 - l. Blended park circuit double check valve (may be incorporated in the push-pull park valve assembly)
 - m. Park control valve
 - n. Spring brake valve
 - o. Anti-compound quick release or relay valve

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SUBJECT: AIR BRAKE PROGRAM

- p. Anti-compound control line
 - q. Trailer air supply valve
 - r. Trailer hand valve
 - s. Two double check valves between the foot/hand valves and the tractor protection valve (stop light sending unit should be at the second double check valve)
 - t. Tractor protection valve
 - u. Trailer air lines
 - v. Non-polarized glad hand couplers (for demonstrating reversed couplers)
 - w. Trailer air tanks
 - x. Trailer service relay valve
 - y. Trailer spring park control valve
 - z. Trailer service / park chamber(s)
 - aa. Functional brake lights
3. Practical training
- a. A lot or shop must be available to accommodate the vehicle(s) used for practical training.
 - b. At least one tractor-trailer unit, equipped with a full air brake system, must be available.

***Exception:** An agency using only single unit vehicles, such as a bus company, may provide a single unit vehicle.*
 - c. A device to hold a service brake application to check brake adjustment is required.

B. Classroom Session Requirements

- 1. Each student must be provided with a copy of the Air Brake Manual: A Guide for Students, which is a reference and study guide.
- 2. The duration of the classroom session is a minimum of 6.5 hours, not including registration or breaks.

***NOTE:** Classroom instruction is usually provided in a single session, but alternative time frames are acceptable.*

- 3. The maximum number of students in a session is 18.
- 4. The curriculum must be delivered with the assistance of a visual electronic presentation.

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SUBJECT: AIR BRAKE PROGRAM

5. The Air Brake Manual: A Guide for Instructors contains details regarding delivery of the classroom session.
6. The visual electronic presentation must be followed throughout the session.

C. Practical Training Session Requirements

1. Practical training must be conducted after the entire classroom session is completed.
2. The maximum number of students in a practical training session is three, with an instructor dedicated to that single group and the exclusive use of an air brake equipped vehicle.
3. The duration of a practical training session can vary, depending on the number of students in the group (from one to three). The session must include two components; an instructor demonstration of an air brake inspection and a practice period for students to prepare for the practical test.
4. Instructor demonstration - The first fifteen minutes of the practical training session is used to demonstrate the air system pre-trip, and to demonstrate the automatic slack adjuster adjustment using full service brake applications. The instructor must:
 - a. Ensure the vehicle is properly chocked.
 - b. Confirm students have the Air Brake Practical Test form.
 - c. Show the location of the air tanks and how to identify the supply tank.
 - d. Demonstrate an air system pre-trip inspection, having students follow along on the Air Brake Practical Test form.
 - e. When uncoupling the air lines demonstrate how to hold a hand over the supply coupler to protect from the air pressure release and resulting potential debris.
 - f. When coupling the air lines after the park control valve pops out, demonstrate how the glad hand couplers are inspected before connecting, how to properly connect them, and how to confirm they are correctly connected.
 - g. Confirm that the air lines connected to the trailer are suspended properly and will not catch as the trailer turns.
 - h. After the air brake system pre-trip is completed, restart the engine to maintain air pressure and demonstrate how the automatic slack adjuster adjustment is activated by applying two full service brake applications.

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SUBJECT: AIR BRAKE PROGRAM

- i. Show students how to confirm proper brake adjustment on both brakes of one axle.
 - j. Answer any questions. Begin the student air system pre-trip practice.
5. Student practice - A group of three students would collectively have approximately one hour to practice and develop their skills. Each student must conduct at least two air brake system pre-trip practices. The instructor must:
- a. Have each student perform an air brake system pre-trip, and then observe other students as they take their turns. Students are not to coach each other.
 - b. After each pre-trip practice have the student restart the engine to maintain air pressure and apply two full service brake applications to trigger the automatic slack adjuster adjustment. Ensure the applications are done with the air pressure in the normal operating range, allowing one second intervals to account for brake lag.
 - c. Have each student demonstrate that they know how to confirm that the brakes have stroked into the correct adjustment. This is done by having the students pull the slack adjusters of both brakes on one axle (the rear trailer axle is commonly the easiest).
 - d. Have the students follow along on the Air Brake Practical Test form during the first practice. The Air Brake Practical Test form is initially used by the students as a checklist. Encourage the students to try the second practice without the form, reminding them that the practical test must be done without it.
 - e. Collect the Air Brake Practical Test form from each student prior to conducting the practical test.

D. Practical Test Requirements

1. The practical test (15 minutes per student, individually) requires the instructor to observe each student individually conduct an air brake inspection, score the results on the student's Air Brake Practical Test form and determine whether the student has achieved a passing score.
2. If unsuccessful on the practical test, the student may attempt one retest only, on a later date. If the student is unsuccessful on the retest, additional training may be required. The agency must determine the amount of retraining required and create a new student record file.

E. Issuing Notice of Air Brake Program Completion Form

1. Upon successful completion of the practical test, the agency will issue a Program Completion form to the student, which the student will take to a Registry Agent as authorization to attempt the air brake knowledge test.

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SUBJECT: AIR BRAKE PROGRAM

F. Knowledge Test at Registry Office

1. The Notice of Air Brake Program Completion form allows the student to attempt the air brake knowledge test. There will be a government fee and a Registry Agent service charge for each attempt.
2. Upon successful completion of the knowledge test the Registry Agent will certify the knowledge test was passed and return the original Notice of Air Brake Program Completion form to the student.

NOTE: *The air brake knowledge test is conducted onscreen and is available in English only.*

NOTE: *A student whose operator's licence is under suspension is not eligible to take a knowledge test. Therefore, it is important to ensure that all students have a valid operator's licence prior to registration in the air brake course.*

G. Professional Waivers

1. Heavy Equipment Technicians, Heavy Duty Equipment Mechanics, Truck and Transport Mechanics and Commercial Vehicle Inspection Technicians who service and /or inspect air brake systems may be eligible to challenge the practical and knowledge tests without attending the classroom session and practical training session, subject to approval by DPLS.
2. An applicant wishing to challenge the tests must provide to DPLS:
 - a. a copy of their certificate and a letter from his or her employer, which verifies at least one year of full-time experience in the servicing, repair or inspection of air brake systems, within the previous two years.
 - b. If the applicant is a Commercial Vehicle Inspection Technician, a copy of his or her Commercial Vehicle Inspection Technician licence must be provided.
3. If approved, DPLS will issue a letter to the applicant to be presented to an authorized organization. The letter will authorize the organization to allow the applicant to attempt the practical test, once only. A retest is not allowed for these applicants. If unsuccessful, a representative of the organization must retain the failed Practical Test form in the student file.
4. If successful, the organization must complete a Notice of Air Brake Program Completion form and issue it to the applicant. The applicant must be directed to contact DPLS to arrange an appointment for the knowledge test, which will be conducted at the DPLS office in either Edmonton or Calgary.
5. The organization must retain the original authorization letter and appropriate forms in the student file.

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SUBJECT: AIR BRAKE PROGRAM

H. Northwest Territories Residents

1. Alberta has an agreement with the Northwest Territories (NWT), allowing their residents to undertake the Alberta Air Brake Program to qualify for an air brake endorsement on their NWT operator's licences. These clients must contact DPLS, who will issue a letter to the applicant to be presented to an authorized organization.
2. NWT clients must take the full course from the authorized organization. Upon successful completion of the practical test they must issued a Notice of Air Brake Program Completion form and directed to contact DPLS to arrange an appointment for the knowledge test.
3. The knowledge test will be conducted at the DPLS office in either Edmonton or Calgary. DPLS will provide documentation for NWT.
4. Student records must indicate "NWT" wherever the operator's licence number is recorded.

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SUBJECT: AIR BRAKE FORMS

Standard: Air brake forms must be completed and maintained in an orderly and secure manner, to support and document each student's training program and to facilitate program audits.

A. Air Brake Course Student Record (DPLS0002)

1. A copy of the Student Record form must be completed for each student, upon registration. This form is the frontsheet for the student's file.
2. As the student progresses through the training program the agency must enter the dates when the classroom and practical training sessions were successfully completed, from the information contained on the Air Brake Participant List (see below).
3. When the practical test is successfully completed, the date must be entered, from the information recorded by the instructor on the Air Brake Practical Test form (see below).
4. When a Notice of Air Brake Program Completion form (see below) is issued, the issue date and form number must be recorded, along with checking the two boxes to confirm that the classroom and practical training sessions have been completed. The student must sign and date the declaration.

B. Air Brake Participant List (DPLS0004)

1. A copy of the Participant List must be initiated immediately prior to the beginning of the course, by completing the Name of Training School or Agency, Classroom Instructor, Classroom Location and Classroom Date boxes. Either the instructor or the students must complete the Student Name and Operator's Licence Number boxes.
2. When the classroom session begins, the instructor must enter the exact starting time in the Time Started box.
3. Upon completion of the classroom session, the instructor must enter the exact completion time in the Time Ended box.
4. At the beginning of a practical training session, the practical training instructor must complete the Date and Instructor Name boxes for each student in that instructor's session, in alignment with the student's name.

C. Air Brake Practical Test (DPLS0003)

1. The Practical Test form records the student's performance during the practical test after completion of the practical training session. The student must perform a complete air brake check on a vehicle, based on the course content. The instructor must use this form to record any omissions, which each have a value of 5% or 10% in relation to a perfect performance. Errors totaling 25% or more will result in a test failure.

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SUBJECT: AIR BRAKE FORMS

2. The Practical Test form also serves as a study aid for students prior to the practical test. It is distributed to students at the end of the classroom session.
3. If a student is unsuccessful on a first attempt at the practical test, a single retest is allowed. **The retest may not be attempted on the same day as the initial attempt.** The retest is scored by the instructor in the Retest Score column of the original form. The agency must retain the form between attempts.
4. The instructor conducting the test or retest must record his or her name, licence or certificate number and signature in the appropriate box; and have the student sign in the Student Signature box upon the completion of the practical test.

D. Notice of Air Brake Program Completion (DPLS0005)

1. Upon successful completion of air brake training, including passing the practical test, the student must be issued a Program Completion form and directed to a Registry Agent to attempt the air brake knowledge test.
2. A representative of the agency must complete the Student Name, Date of Issue, Operator's Licence Number, Date of Birth and Name of Training School/Agency boxes.
3. Upon confirming the student's successful completion of training from the Participant List and the Air Brake Practical Test form, the representative must complete the Date Course Completed box, print the Instructor Name(s), sign the form and print his or her name.
4. The top (Student) copy of the form is issued to the student to present at a Registry Agent office. The bottom (Training School/Agency) copy is retained and attached to the Control List (see below).

E. Control List (DPLS0028)

1. The Control List tracks the issuance of Notice of Air Brake Program Completion forms, as well as the Notice of Driver Education Course Completion forms used with other driver education/training programs.
2. Each time a Program Completion form is issued to a student, it must be recorded on the Control List. The student's name and date of issue must be recorded on the appropriate line.
3. A Control List is issued along with every order of Program Completion forms, by DPLS. The 50 numbers on the form correspond to the last two digits of the Program Completion forms. For example, if a student is issued Program Completion form number Q001234, the agency's representative must select the Control List issued with that batch of forms and enter the student information on the line numbered 34.

DATE ISSUED: MAY 15, 2012

DATE REVISED:

AUTHORIZED SIGNATURE:



SUBJECT: AIR BRAKE FORMS

F. Ordering Forms

1. DPLS will supply Notice of Air Brake Program Completion forms and Control Lists. The Program Completion form is numbered, controlled inventory and is issued in limited quantities to balance program delivery needs with security needs.
2. Other related forms (Student Record, Participant List, and Practical Test) are provided to agencies in an electronic format and may be copied as required.

G. Program Completion Forms Replacement

1. If a student loses a completed Notice of Air Brake Program Completion form he or she must contact the issuing agency. The agency will contact DPLS for instructions regarding the issuance of a duplicate.

DATE ISSUED: MAY 15, 2012

DATE REVISED:

AUTHORIZED SIGNATURE:

A handwritten signature in black ink, appearing to read "S. Murdoch", written over a circular stamp or seal.

SUBJECT: AIR BRAKE INSTRUCTOR CERTIFICATION

Standard: The Alberta Air Brake Program may only be delivered by a licensed or certified air brake instructor employed by an authorized organization.

A. Application for Air Brake Instructor Status

1. An applicant for air brake instructor certification must apply to DPLS by submitting a Certified Instructor Application; Commercial Driver Training Programs form (REG3190).
2. With the application form the applicant must submit proof of successful completion of an approved air brake endorsement program.

NOTE: *Holding a Class 1 operator's licence or a having Code Q on a licence is not sufficient proof of this qualification.*

3. With the application form, the applicant must submit proof of meeting at least one of the following qualifications:
 - a. A minimum of three years experience operating vehicles with air brakes.
 - b. An Alberta Heavy Equipment Technician's certificate.
 - c. Instructor status in an educational institute that teaches air brake courses and is recognized under the *Post-Secondary Learning Act*.
4. The applicant must indicate on the form where he or she wishes to attend instructor training; either at NAIT or SAIT.

B. Air Brake Instructor Training

1. Instructor training courses are only offered by NAIT and SAIT. DPLS will forward approved applications to the selected institution. Applicants will be contacted directly by their selected institution when an instructor training course is available.
2. Further information regarding details of the instructor training program can be obtained from NAIT or SAIT.

C. Air Brake Instructor Certification

1. An instructor will be issued a certificate of authorization by DPLS upon successful completion of air brake instructor training.
2. Upon air brake certification or licensing, the instructor will be provided with an air brake instructor manual and a related electronic visual presentation.

DATE ISSUED: MAY 15, 2012

DATE REVISED:

AUTHORIZED SIGNATURE:



SUBJECT: AIR BRAKE INSTRUCTOR CERTIFICATION

D. Instructor Certification Renewal

1. In addition to any other instructor renewal requirements, a certified air brake instructor is required to conduct, over the two year term of the certificate, a minimum of:
 - a. Two complete classroom sessions;
 - b. Two complete practical training sessions; and
 - c. Two practical tests.

NOTE: *These sessions may be achieved over the course of several classes. For example, an instructor may conduct a qualifying practical training session without having been the classroom instructor for that particular class.*

2. Instructors are sent a renewal notification 60 days before their certificate expires. A Renewal application is enclosed with the notification, along with instructions on completing and submitting the renewal application to Alberta Transportation.

DATE ISSUED: MAY 15, 2012

DATE REVISED:

AUTHORIZED SIGNATURE:

A handwritten signature in black ink, appearing to read "S. Munnick", is written over a circular stamp that has been partially obscured by the signature.

SUBJECT: CONTACTS AND RESOURCES

STANDARD: Certified Employee Driver Training Agencies and Certified Instructors may contact key personnel of Alberta Transportation for operational queries.

A. Driver Programs and Licensing Standards

Contact	Address	Telephone	Fax
Lorraine Card Director Email: lorraine.card@gov.ab.ca	Room 109 Twin Atria Building 4999 - 98 Avenue NW Edmonton AB T6B 2X3	780-427-6783	780-427-0833
Heather Bolichowski Administrative Assistant heather.bolichowski@gov.ab.ca		780-644-5261	
Mike Caverhill Manager, Provincial Operations and Compliance mike.caverhill@gov.ab.ca		780-427-7193	
Mychele Joyes Program Development Coordinator mychele.joyes@gov.ab.ca		780-643-1026	
Lori Gascho Licensing Officer lori.gascho@gov.ab.ca		780-422-7393	
Roger Galbraith Team Lead, Knowledge Testing and Driver Education Programs roger.galbraith@gov.ab.ca		780-422-7329	
Jerry Pawluk Driver Safety Education Specialist jerry.pawluk@gov.ab.ca		780-427-6777	
Rick Robie Driver Education Programs Coordinator rick.robie@gov.ab.ca		780-422-3814	
<u>Driver Programs Administrators</u>			
Scott Esson scott.esson@gov.ab.ca		780-422-2665	
Gilda Tops gilda.tops@gov.ab.ca		780-422-7004	

DATE ISSUED: MAY 15, 2012

DATE REVISED:

AUTHORIZED SIGNATURE:



SUBJECT: CONTACTS AND RESOURCES

Contact	Address	Telephone	Fax
Rob Blyth Driver Examination Program Coordinator rob.blyth@gov.ab.ca Driver Programs Administrators	Willowglen Business Park 1 st Floor, 803 Manning Road NE Calgary AB T2E 7M8	403-297-8953	403-297-8682
Michael Daley michael.daley@gov.ab.ca		403-297-4098	
Vanessa Taylor vanessa.taylor@gov.ab.ca		403-297-4466	
Alicia McManaman alicia.mcmanaman@gov.ab.ca		403-592-4044	

B. Resources

1. The Air Brake Manual: Guide for Students can only be ordered from:

Learning Resource Centre 12360 – 142 Street NW Edmonton AB T5L 4X9	Telephone: 780-427-2767 Fax: 780-9750
--	--
2. Driver's Guides are available at any Registry Agent office or by contacting Driver Programs and Licensing Standards.
3. Related Websites
 - a. www.transportation.alberta.ca is Alberta Transportation's home page, and provides links to the Government of Alberta, other Departments and to the Driver's Guides.
 - b. www.qp.alberta.ca is the Alberta Queen's Printer home page.
4. Copies of all provincial legislation can be purchased from the Alberta Queen's Printer Bookstore at the following location:

Main Floor, Park Plaza 10611 – 98 Avenue NW Edmonton AB T5K 2P7	Telephone: 780-427-4952 Fax: 780-452-0668
---	--

DATE ISSUED: MAY 15, 2012

DATE REVISED:

AUTHORIZED SIGNATURE:



The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs, including quality control of the Alberta Air Brake Program. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone 780-427-8901, Fax 780-427-0833, or Email trans.driver.prog@gov.ab.ca.

Please PRINT or type

Student Name (<i>Last, First, Second</i>)		Date of Registration (<i>yyyy-mm-dd</i>)	
Mailing Address		Date of Birth (<i>yyyy-mm-dd</i>) - -	
City/Town	Province/Territory	Postal Code	
Email Address		Home Telephone Number	Cell Telephone Number
Operator's Licence Number	Province/Territory	Class of Licence	Conditions/Endorsements

Authorized Organization Only

Instructions:

Ensure this form is complete and legible. Attach the Air Brake Practical Test and the Training School / Agency copy of the Notice of Air Brake Program Completion form. The Air Brake Participant List can be filed separately. When issuing the Notice of Air Brake Program Completion, the student must sign the declaration.

Event or Document	Notes	Date Completed or Issued
Classroom Session	Indicate the date it was completed. Classroom session is a prerequisite for the practical training session.	Completion Date (<i>yyyy-mm-dd</i>)
Practical Training Session	Indicate the date it was completed. Practical training session is a prerequisite for the test.	Completion Date (<i>yyyy-mm-dd</i>)
Practical Test	Indicate the date it was successfully completed. Attach Air Brake Practical Test (DPLS0003).	Successful Completion Date (<i>yyyy-mm-dd</i>)
Notice of Air Brake Program Completion	Issued upon successful completion of the classroom session, practical training session and practical test.	Issue Date (<i>yyyy-mm-dd</i>)
DPLS0005	The "Training School/Agency" copy must be kept.	Form Number

Student Declaration

I, the undersigned, do hereby certify the course of instruction I received contained:

1. A minimum of 6.5 hours (excluding breaks) of theory instruction, including a demonstration using an approved Government of Alberta air brake board, which includes the functions of a trailer.
2. Having personally performed two practice brake adjustments using a foundation brake display stand.
3. An instructor demonstration, on a tractor-trailer unit, of the correct method of performing:
 - an air brake pre-trip inspection; and
 - maintaining and confirming brake adjustment.
4. Having personally performed two practice air brake pre-trip inspections and two practices of the methods of maintaining and confirming brake adjustments, on a tractor-trailer unit.
5. A practical test of my personal ability to perform an air brake pre-trip inspection and maintain and confirm brake adjustment on a tractor-trailer unit.

Student Signature

Date (*yyyy-mm-dd*)

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Please **PRINT** Time Limit: 15 minutes

Student Name: _____

Student Operator's Licence Number _____

Tractor Protection System:

(Leave the engine off with the key in the "run" position and **confirm wheels are chocked.**)

- Push the trailer air supply valve (red button); park control valve (yellow button) should be pulled.
- Disconnect **both** air lines to the trailer.
- Confirm if low air pressure warning comes on by 60 PSI (414 kPa). (May also be checked in the Supply Circuit section).
- Confirm if trailer air supply valve (red button) "pops" out at 40-60 PSI (276-414 kPa) or higher.
- Apply and hold foot or hand valve; no air should leak from the open trailer service line.

Park Control Valve:

- Push park control valve (yellow button) and pump the foot valve.
- Confirm if park control valve (yellow button) "pops" out at 20-45 PSI (138-311 kPa).
- Reconnect **both** air lines to the trailer.

Supply Circuit:

(Start the engine and run at a fast idle around 1200 RPM.)

- Perform compressor build-up test; 50 to 90 PSI (345 to 621 kPa) within 3 minutes.
- Build air pressure to maximum to confirm governor cut-out at 120-135 PSI (828-931 kPa).
- Pump service brakes to reduce air pressure until governor cuts in. Confirm cut-in is 20-25 PSI (138-172 kPa) less than cut-out pressure.

Air System Leaks:

- Push both park control valves and rebuild air pressure.
- Turn off the engine.
- Apply and **firmly hold** a full service brake application for 2 minutes.
- Maximum 4 PSI (28 kPa) loss for power units, plus an additional 2 PSI (14 kPa) per trailer, after the system stabilizes.

Brake Adjustment:

- Full service brake application to maintain the adjustment of the automatic slack adjusters.
- Confirm brake adjustment on both brakes of one axle.

Date (yyyy-mm-dd)	Date (yyyy-mm-dd)
Test Score	Retest* Score
Instructor: ✓ if done incorrectly	
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 5%	<input type="checkbox"/> 5%
<input type="checkbox"/> 15%	<input type="checkbox"/> 15%
<input type="checkbox"/> 10%	<input type="checkbox"/> 10%
_____ %	_____ %

Total: (25% or more incorrect marks result in a failed test)

Test

Instructor Name	Instructor Licence/Certificate Number	Instructor Signature	Student Signature
-----------------	---------------------------------------	----------------------	-------------------

Retest

Instructor Name	Instructor Licence/Certificate Number	Instructor Signature	Student Signature
-----------------	---------------------------------------	----------------------	-------------------

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Please PRINT or type

Name of Training School or Agency		
Classroom Instructor	Location of the Classroom	
Classroom Date(s)	Classroom Time(s) Started	Classroom Time(s) Ended

	Student Name (Last, First)	Operator's Licence Number	Practical Training Session Date (yyyy-mm-dd)	Practical Training Session Instructor Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

This form must be kept with the other Air Brake Program forms, as outlined the program's policy and procedures, and is subject to Driver Programs and Licensing Standards inspections.

PLEASE PRINT OR TYPE

Driver Programs and Licensing Standards

Select Form Type:

Form Numbers:

DPLS0047 - Notice of Driver Education Course Completion From: _____ To: _____

DPLS0005 - Notice of Air Brake Program Course Completion From: _____ To: _____

Name of Authorized Organization	Code/Certificate Number	Date of Issue (yyyy-mm-dd)
---------------------------------	-------------------------	----------------------------

No.	Student Name	Date (yyyy-mm-dd)	No.	Student Name	Date (yyyy-mm-dd)
01			26		
02			27		
03			28		
04			29		
05			30		
06			31		
07			32		
08			33		
09			34		
10			35		
11			36		
12			37		
13			38		
14			39		
15			40		
16			41		
17			42		
18			43		
19			44		
20			45		
21			46		
22			47		
23			48		
24			49		
25			50		

EVERY form issued to an authorized organization must be accounted for. ALL COPIES of the specified form completed in error or damaged, etc., must be attached to this sheet and "VOID" entered on the corresponding line above.

PLEASE PRINT OR TYPE

Driver Programs and Licensing Standards

Select form type:

Form Numbers:

DPLS0047 - Notice of Driver Education Course Completion From: _____ To: _____

DPLS0005 - Notice of Air Brake Program Course Completion From: _____ To: _____

Name of Authorized Organization	Code/Certificate Number	Date of Issue (yyyy-mm-dd)
---------------------------------	-------------------------	----------------------------

No.	Student Name	Date (yyyy-mm-dd)	No.	Student Name	Date (yyyy-mm-dd)
51			76		
52			77		
53			78		
54			79		
55			80		
56			81		
57			82		
58			83		
59			84		
60			85		
61			86		
62			87		
63			88		
64			89		
65			90		
66			91		
67			92		
68			93		
69			94		
70			95		
71			96		
72			97		
73			98		
74			99		
75			100		

EVERY form issued to an authorized organization must be accounted for. ALL COPIES of the specified form completed in error or damaged, etc., must be attached to this sheet and "VOID" entered on the corresponding line above.

The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. It will be used in the administration of Alberta Transportation, Driver Programs and Licensing Standards' policies and programs, including determining your qualifications to be a Commercial Driver Training Programs Instructor in Alberta. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901, Fax: 780-427-0833, Email: trans.driver.prog@gov.ab.ca.

Please Print or Type

First Application Renewal Application

Last Name		First Name		Second Name		Date of Birth (yyyy/mm/dd)	
Address				City/Town		Province	Postal Code
Telephone Number		Email Address					
Operator's Licence Number		Class of Licence	Conditions and Endorsements		Licence Expiry (yyyy/mm/dd)		
Name of Employee Driver Training Agency						Business Telephone Number	
Address				City/Town		Province:	Postal Code

CHECK (✓) THE DRIVER TRAINING PROGRAM FOR WHICH YOU ARE APPLYING:

- Air Brake Program *First Application Only: Indicate which institute you wish to attend for instructor training:* N.A.I.T. S.A.I.T.
- School Bus Driver Improvement Program
- Long Combination Vehicles Program
- Defensive Driving Course (DDC)
- Professional Driver Improvement Course (PDIC)

YOU MUST PROVIDE APPROPRIATE REQUIRED SUPPORTING DOCUMENTATION WITH THIS APPLICATION AS OUTLINED IN THE CERTIFIED DRIVER INSTRUCTOR REQUIREMENTS INFORMATION SHEET.

AIR BRAKE RENEWAL ONLY			
Total number of air brake course components completed within the 24 month period preceding this application:			
Classroom Sessions	Practical Training Sessions	Practical Tests Conducted	Name of Agency at which this instruction was given
Confirmed by Authorized Agency Representative:		(Print Name)	(Signature)

I hereby make application to Alberta Transportation for an Instructor's Certificate, and certify that the information contained in this application is correct. I agree to abide by the directives contained within the Certified Employee Driver Training Procedures manual. I authorize Alberta Transportation to review my driving record prior to certifying and at any time while I am certified as an Instructor. I agree to notify Alberta Transportation of any changes in my operator's licence status or conditions that would affect my ability to legally operate a motor vehicle to conduct driving training. I agree to inform Alberta Transportation if I am charged and/or convicted of any criminal offence while I am certified as an Instructor. I agree that if my Instructor's Certificate is suspended or cancelled, the authorized organization(s) with which I am employed may be notified.

Signature of Applicant

Date (yyyy/mm/dd)

MAIL/DELIVER THE APPLICATION WITH REQUIRED SUPPORTING DOCUMENTATION TO THE APPROPRIATE REGIONAL OFFICE.	
<p>Alberta Transportation Driver Programs and Licensing Standards South Region 1st Floor, 803 Manning Road NE CALGARY AB T2E 7M8 Telephone: 403-297-6679 Fax: 403-297-8682</p>	<p>Alberta Transportation Driver Programs and Licensing Standards North Region Room 109, 4999 - 98 Avenue NW EDMONTON AB T6B 2X3 Telephone: 780-427-8901 Fax: 780-427-0833</p>

ADMINISTRATION USE ONLY

First Application Only

Air Brake Requirements:

- | | |
|--|---|
| <input type="checkbox"/> Successfully completed an approved air brake endorsement program, AND | <input type="checkbox"/> An Alberta Heavy Equipment Technician's Certificate with experience in repairing and maintaining air brakes; OR |
| <input type="checkbox"/> Minimum of three years experience operating vehicles with air brakes, OR | <input type="checkbox"/> Instructor status in an educational institute that teaches air brakes courses and is recognized under the <i>Post-Secondary Learning Act</i> . |

School Bus Driver Improvement Requirements:

- | | |
|--|--|
| <input type="checkbox"/> Class 1, 2 or 4 operator's licence with an "S" endorsement, AND | <input type="checkbox"/> An administrator providing school bus training, OR |
| <input type="checkbox"/> Min. of 3 years school bus driver experience the past five years, OR | <input type="checkbox"/> A Class 2 driver instructor's licence. |

Long Combination Vehicle Requirements:

- | | |
|---|--|
| <input type="checkbox"/> Class 1 operator's licence and have successfully completed an approved air brake endorsement program, AND | <input type="checkbox"/> A full-time supervisor of a firm operating not less than 15 tractor-trailers, OR |
| <input type="checkbox"/> Successfully completed a long combination vehicles program, AND | <input type="checkbox"/> Licensed driver instructor employed by a licensed driver training school to present this program, OR |
| <input type="checkbox"/> Min. 3 years experience as a tractor-trailer operator, OR | <input type="checkbox"/> Instructor employed by an educational institute that teaches air brake courses and is recognized under the <i>Post-Secondary Learning Act</i> . |

Is the instructor currently certified: Yes No If yes, indicate program(s): _____

Application Status: Approved Denied Date: _____ Administrator Signature: _____
(yyyy/mm/dd)

Copy of Instructor Training results attached

Renewal Application Only

Operator's Licence Classes and Endorsements: _____

Operator's Licence Expiry Date: _____
(yyyy/mm/dd)

Minimum Course Components met

No Outstanding Fines / Account Balances Verified

Certificate Number:	Effective Date: (yyyy/mm/dd)	Expiry Date: (yyyy/mm/dd)	Licensing Officer Signature:
---------------------	------------------------------	---------------------------	------------------------------

This information is being collected to determine qualifications to be a Certified Employee Driver Training Agency in the province of Alberta in accordance with the *Traffic Safety Act* and the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999-98 Avenue NW, Edmonton, AB T6B 2X3, Telephone: 780-427-8901, Fax: 780-427-0833, Email: trans.driver.prog@gov.ab.ca

Please Print or Type

First Application **Renewal Application**

Name of Agency

Physical address and telephone/fax numbers and e-mail address of Agency:

Address	City/Town	Province:	Postal Code
Telephone Number	Fax Number	E-mail Address	

Mailing address, if different from above:

Address	City/Town	Province:	Postal Code
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Authorized Representative Information:

Last Name	First Name	Middle Name
Position at Agency	Business Telephone Number	E-mail Address

CHECK (✓) THE DRIVER TRAINING PROGRAM FOR WHICH YOU ARE APPLYING:

- | | |
|---|--|
| <input type="checkbox"/> Air Brake Program
Agencies must have:
<input type="checkbox"/> Audio Visual equipment (Projector, Screen, Computer, Software)
<input type="checkbox"/> Approved Air Brake Board and Foundation Brake Display Stand
<input type="checkbox"/> Tractor-Trailer with Air Brakes | <input type="checkbox"/> Defensive Driving Course (DDC)
Agencies must have:
<input type="checkbox"/> Own Approved DDC Curriculum
Code: _____ OR
<input type="checkbox"/> Other Agency Approved DDC Curriculum
Name: _____ |
| <input type="checkbox"/> Long Combination Vehicles Program
Agencies must have:
<input type="checkbox"/> A minimum of 15 extended length vehicles | <input type="checkbox"/> Professional Driver Improvement Course (PDIC)
Agencies must have:
<input type="checkbox"/> Own Approved DDC Curriculum
Code: _____ OR
<input type="checkbox"/> Other Agency Approved DDC Curriculum
Name: _____ |
| <input type="checkbox"/> School Bus Driver Improvement Program
Agencies must have:
<input type="checkbox"/> A minimum of 15 buses | |

The Employee Driver Training Agency shall immediately notify the Director of Driver Programs and Licensing Standards, Alberta Transportation of any change to the information identified above.

Send the completed application to the appropriate regional office.

Alberta Transportation Driver Programs and Licensing Standards South Region 1 st Floor, 803 Manning Road NE CALGARY AB T2E 7M8 Telephone: 403-297-6679 Fax: 403-297-8682	Alberta Transportation Driver Programs and Licensing Standards North Region Room 109, 4999 - 98 Avenue NW EDMONTON AB T6B 2X3 Telephone: 780-427-8901 Fax: 780-427-0833
---	---

RENEWAL APPLICATION ONLY
STATISTICAL REPORT MUST BE COMPLETED OR YOUR CERTIFICATE WILL NOT BE RENEWED

DRIVER TRAINING STATISTICAL REPORT - JANUARY 1 TO DECEMBER 31, _____
Indicate the NUMBER OF STUDENTS, not the hours of training.

Type of Training		Number of Students
Air Brake Program		
Long Combination Vehicles Program		
School Bus Driver Improvement Program		
Defensive Driving Courses (DDC)	Do not include courses conducted on behalf of the Canada/Alberta Safety Council, Alberta Motor Transport Association and/or Enform Canada (Light Duty Vehicles and General Oilfield Driver Improvement).	
Professional Driver Improvement Course (PDIC)		
Total Number of Students		

I/We hereby make application to Alberta Transportation for a certificate to operate an employee driver training agency within the Province of Alberta, and certify that the information contained in this application is true and correct. I/We agree to abide by the provisions of the Certified Employee Driver Training Agency Procedure Manual.

 Signature of Authorized Agency Representative

 Date (yyyy/mm/dd)

 Name of Authorized Agency Representative

ADMINISTRATION USE ONLY

Type(s) of Instruction Approved:

- | | |
|--|--|
| <input type="checkbox"/> Air Brake Program | <input type="checkbox"/> Defensive Driving Course (DDC) |
| <input type="checkbox"/> Long Combination Vehicles Program | <input type="checkbox"/> Professional Driver Improvement Course (PDIC) |
| <input type="checkbox"/> School Bus Driver Improvement Program | |

Authorized DDC / PDIC: Own _____ Code Other _____ Name of Authorized Organization

Verified by: _____ Administrator Name On: _____ (yyyy/mm/dd) Opening Audit Date: _____ (1st Application Only) (yyyy/mm/dd)

Certificate Number: _____ Effective Date: _____ (yyyy/mm/dd) Expiry Date: _____ (yyyy/mm/dd)

Verified by: _____ Licensing Officer Name On: _____ (yyyy/mm/dd)

This information is being collected to determine qualifications to be a certified Employee Driver Training Agency in the province of Alberta in accordance with the *Traffic Safety Act* and the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of this information may be directed to Alberta Transportation, Driver Programs and Licensing Standards, 4999 - 98 Avenue NW, Edmonton AB T6B 2X3, Telephone: 780-427-8901, Fax: 780-427-0833, E-mail: trans.driver.prog@gov.ab.ca

Please Print or Type

Name of Certified Employee Driver Training Agency: _____ Date of Submission (yyyy-mm-dd): _____

Instructor's Name (Last, First)	Instructor's Certificate No.	Instructor's Certificate Expiry Date			Type(s) of Instruction (List All)	Operator's Licence No.	Operator's Licence Expiry Date			Operator's Licence Class(es)
		Year	Month	Day			Year	Month	Day	

When updating this list, delete any instructors no longer employed by drawing a line through the instructor's name. Add new instructors to the list in the next blank space and fill in the appropriate information.

Submit Current Copy with First Application and/or Each Renewal of Your Employee Driver Training Agency Certificate to the Appropriate Regional Office.

Alberta Transportation Driver Programs and Licensing Standards South Region 1 st Floor, 803 Manning Road NE Calgary AB T2E 7M8 Telephone: 403-297-6679 Fax: 403-297-8682	Alberta Transportation Driver Programs and Licensing Standards North Region Room 109, 4999 - 98 Avenue NW Edmonton AB T6B 2X3 Telephone: 780-427-8901 Fax: 780-427-0833
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The following information outlines the requirements to become a Certified Instructor of the various Commercial Driver Training Programs. You only need to read the sections that apply to the program you wish to deliver.

Individuals wanting to become a Certified Instructor must submit Certified Instructor Application Commercial Driver Training Programs form (REG3190) and the supporting documentation for the appropriate program as outlined below.

Alberta Air Brake Program:

The applicant must:

1. Hold a valid Alberta Class 1 operator's licence, or a Class 2, 3, 4 or 5 non-GDL licence with an air brake "Q" endorsement.
2. Be an employee of a Certified Employee Driver Training Agency approved by Alberta Transportation to deliver the Alberta Air Brake Program.
3. Have no outstanding fines or account balances with Service Alberta.
4. Provide proof of successful completion of an approved air brake course.
 - Submit an air brake Notice of Driver Education Course Completion (DPLS00047) form or Notice of Air Brake Program Completion form (DPLS0005).
5. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of 3 years experience operating vehicles equipped with air brakes.
 - Submit a confirmation letter from employer(s).
 - Be a Heavy Equipment Technician with two years of current experience repairing air brakes.
 - Submit a copy of your Heavy Equipment Technician certificate and letter from employer(s) confirming active repair of air brake systems during the last two years.
 - Be a Heavy Equipment Technician licensed by Alberta Transportation to inspect vehicles equipped with air brakes.
 - Submit a copy of Heavy Equipment Technician certificate and Vehicle Inspection Technician Licence.
 - Be an instructor employed by an educational institute recognized under the *Post-Secondary Learning Act* that delivers the Alberta Air Brake Program
 - Submit confirmation letter from employer.

Candidates approved for air brake instructor training must successfully complete a training course offered exclusively by NAIT or SAIT Polytechnic.

Long Combination Vehicles Program:

The applicant must:

1. Hold a valid Alberta Class 1 operator's licence and provide proof of successful completion of an approved air brake course and a long combination vehicles course.
 - Submit an air brake Notice of Driver Education Course Completion form (DPLS00047) or Notice of Air Brake Program Completion form (DPLS0005). A copy of an air brake certificate from another Canadian jurisdiction may qualify as well.
 - Submit a copy of a valid annual Long Combination Vehicles Driver's Certificate.
2. Be an employee of a Certified Employee Training Agency approved by Alberta Transportation to deliver the Alberta Long Combination Vehicles Program.
3. Have no outstanding fines or account balances with Service Alberta.
4. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of 3 years experience during the last 5 years as a tractor-trailer operator
 - Submit a confirmation letter from employer(s).
 - Be a full-time safety supervisor at a firm that operates not less than 15 tractor-trailer units.
 - Submit a confirmation letter from employer(s).
 - Be a licensed driving instructor employed by a licensed driver training school authorized to deliver this program
 - Provide instructor licence number.
 - Be an instructor employed by an educational institute recognized under the *Post-Secondary Learning Act* that delivers the Alberta Air Brake Program
 - Submit confirmation letter from employer.

Candidates approved to become Long Combination Vehicles Program Instructors must successfully complete an instructor training course offered exclusively by the Alberta Motor Transport Association (AMTA).

Professional Driver Improvement and Defensive Driving Courses

The applicant must:

1. Hold a valid Alberta Class 1, 2, 3, 4 or 5 non-GDL operator's licence.
2. Be an employee of a Certified Employee Driver Training Agency approved by Alberta Transportation to deliver a Defensive Driving Course or Professional Driver Improvement Course.
3. Have no outstanding fines or account balances with Service Alberta.
4. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have received Defensive Driving / Professional Driver Improvement Course instructor training from any organization authorized by Alberta Transportation to conduct such training.
 - Submit proof of having received training.
 - Hold a valid Alberta licensed driving instructor's licence:
 - With at least 1,000 hours of in-vehicle driver instruction or 100 hours of classroom instruction in an approved driver education course during the two year period preceding the commencement of Defensive Driving Course / Professional Driver Improvement instruction, and
 - Is recommended by the senior instructor, and
 - Has conducted at least two full courses under the supervision of an experienced Defensive Driving / Professional Driver Improvement Course Instructor.
 - Submit a recommendation letter from the senior instructor of the driver training school including all the information in the above bullets as well as the instructor's licence number.

School Bus Driver Improvement Program:

The applicant must:

1. Hold a valid Alberta Class 1, 2 or 4 operator's licence with a school bus "S" endorsement.
2. Be an employee of a Certified Employee Driver Training Agency approved by Alberta Transportation to deliver the Alberta School Bus Driver Improvement Program.
3. Have no outstanding fines or account balances with Service Alberta.
4. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of 3 years experience as a school bus operator during the last 5 years.
 - Submit a confirmation letter from employer(s).
 - Be an administrator with experience in providing school bus operator training.
 - Submit a confirmation letter from employer(s).
 - Hold a valid Alberta Class 2 driver instructor's licence
 - Provide instructor licence number.

Candidates approved to become School Bus Driver Improvement Program Instructors must successfully complete the Alberta instructor training course offered exclusively by the Alberta Student Transportation Advisory Council (ASTAC).

Should you require additional information, please contact at Driver Programs Administrator at:

Alberta Transportation
Driver Programs and Licensing Standards
Room 109, 4999 – 98 Avenue NW
EDMONTON AB T6B 2X3
Telephone: 780-427-8901
Fax: 780-427-0833

Alberta Transportation
Driver Programs and Licensing Standards
1st Floor, 803 Manning Road NE
CALGARY AB T2E 7M8
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Fax: 403-297-8682

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