



Things you must know before completing this application package.

Debts or fines owed to ICBC

If you have any debts or fines owing to ICBC, they'll need to be paid before we issue a school licence.

For original applications:

• Register your school with BC Registries & Online Services

You must register your school name with the [BC Registries & Online Services](#) and maintain a registered office in B.C. where your school records will be kept. It's important that you choose a school name that is not affiliated in any way with ICBC (i.e., Roadstar, Roadsense, etc.)

• Set up a security bond

Your driver training school must furnish and maintain a security bond (refer to section [27.05 in Division 27 of the Motor Vehicle Act Regulations](#)).

If you decide to close your school, your security bond will be held for two years (claim limitation period) as required by Section 7 of the B.C. Bonding Act.

Bonding amounts:

- Category L instructors: \$2,000 per instructor — to a maximum of \$10,000
- Category H instructors: \$3,500 per instructor

Bond type	Instructions
Insurance bond (most common type)	<ul style="list-style-type: none"> • An insurance bond must be issued in the registered name of the school by an insurance company. • You'll need to provide us with the original signed copy — stamped with the insurance company's seal. • A photocopy is not accepted.
Cash bond	<ul style="list-style-type: none"> • Must be a certified cheque payable to ICBC.
GIC, term deposit, or letter of credit	<ul style="list-style-type: none"> • Your financial institution must issue these types of bonds in the registered name of the school under a Safekeeping Agreement provided by ICBC. • It must be the original signed copy stamped by the financial institution. A photocopy is not accepted.

• If applicable, register with Private Training Institutions Branch (PTIB).

Driver training schools offering other types of career training (e.g., construction or heavy equipment) along with driver training may be required to register with the PTIB.

Schools interested in offering these types of training should contact PTIB regarding registration requirements.

You can contact PTIB at 1-800-661-7441 or visit their website at www.privatetraininginstitutions.gov.bc.ca for more information.

• Read the Road Test Booking Service rules

Driver training schools must read and abide by the [road test booking application terms and conditions for schools](#) when booking road tests by phone or when using the online road test booking service icbc.com.

It's also required that before schools book road tests on behalf of their students, they must first obtain written authorization from each student to disclose their personal information to ICBC for the purpose of booking a road test. The enclosed Road Test Booking Service — [Student Consent and Release](#) (DTC205) is provided for this purpose. You may photocopy it or print additional copies from our online resource page on dtcbc.com

For renewal applications:

Agreements held by driver training schools

If you are a driver training school that holds one or more driver training or certification agreements, these agreements expire on the same date as your driver training school licence. The renewal process allows you to renew your school licence and all Agreements held by your school during the same annual renewal period.

- If you offer an ICBC-approved driver education course, you'll find enclosed an extension agreement that needs to be signed and returned to our office so we can extend the term of your agreement. Please note that if your course has changed significantly from your previous application, you must re-submit your course for re-approval (see agreement and schedule(s) for course requirements). Also complete the enclosed Approved Driver Education Course Signing Authorities (DTC213) form.
- If you are a driver certification facility approved to conduct airbrake pre-trip assessments and/or motorcycle skills assessments, you'll find enclosed a Commercial Vehicle Driver Certification Extension Agreement and/or a Motorcycle Skills Assessment Facility Extension Agreement. This extension agreement(s) needs to be signed and returned to our office along with the completed driver certification renewal application package.

If you meet the requirements for continued participation in the Driver Certification Program, a copy of the extension agreement(s) signed by ICBC will be sent to you.

- If you are an instructor training facility authorized to conduct an instructor training program, you'll find enclosed an Instructor Training Facility Certification Extension Agreement that needs to be signed and returned to our office along with the following form for us to review:
 - Instructor Training Facility Personnel List (DTC306) — Facilities should list all individuals currently approved as instructors, assessment officers and signing authorities according to the facility's certification authority as defined in their certification agreement.

Please note: You'll need to send us the full agreement and/or full extension agreement in order to complete your renewal application. We are unable to accept just the signature page.

Application package checklists

Original — for 1st British Columbia driver training school licence issued

- School information
- Terms and conditions are signed
- Licence fees
- Instructor list
- Fee schedule
- Authorized administrators
- Vehicle list
- Proof of Inspection report
- Proof of bond
- Proof of company registration
- Payment

Renewal — for school licences expiring on the last day of the 11th month from date of issue

- School information
- Terms and conditions are signed
- Licence fees
- Instructor list
- Fee schedule
- Authorized administrators
- Vehicle list
- Proof of Inspection report
- Payment

Additional items for certified facilities and approved course training schools, where applicable:

- | | |
|---|--|
| <input type="checkbox"/> GLP Extension Agreement | <input type="checkbox"/> Driver Certification Office and Classroom List (DTC308) |
| <input type="checkbox"/> Approved Driver Education Course Signing Authorities (DTC213) | <input type="checkbox"/> Motorcycle Skills Assessment Facility Extension Agreement |
| <input type="checkbox"/> Instructor Training Facility Certification Extension Agreement | <input type="checkbox"/> MELT Extension Agreement |
| <input type="checkbox"/> Instructor Training Facility Personnel List (DTC306) | <input type="checkbox"/> MELT Personnel List (MV7610) |
| <input type="checkbox"/> Commercial Vehicle Driver Certification Extension Agreement | <input type="checkbox"/> MELT Office and Classroom List (MV7611) |
| <input type="checkbox"/> Driver Certification Personnel List (DTC305) | |

Duplicate — for duplicate, additional or replacement licences

- School Information
- Terms and conditions are signed
- Licence fees
- Payment

If you have any questions about the requirements or completing your application, please contact us by phone:

Victoria: 250-978-8370

Elsewhere in B.C. (toll-free): 1-866-339-0363

Application type: Original Renewal Duplicate

School information — complete for all applications

Complete this section in its entirety so we can confirm your identity. We require that you provide your email address so that we can send you timely information relating to applicable driver training programs and ICBC initiatives.

If you are providing branch office information and do not have adequate space, please attach additional pages as required.

LEGAL NAME OF DRIVER TRAINING SCHOOL			DTC #	
REGISTERED ADDRESS				
CITY		PROVINCE	POSTAL CODE	SCHOOL PHONE NUMBER
NAME OF OWNER/OPERATOR		TITLE (if for limited company)		
PHONE NUMBER	CELL PHONE NUMBER	EMAIL ADDRESS		

Branch information (if applicable)

BRANCH ADDRESS			
CITY	PROVINCE	POSTAL CODE	SCHOOL PHONE NUMBER

Terms and conditions — complete for all applications

By signing below, I agree to the following terms & conditions:

1. The information provided by me for this application is true and correct;
2. I acknowledge that only the authorized administrators identified on this form may contact ICBC to book road tests in the event that access problems occur, and I understand that any violation of these procedures or with the Road test booking application legal terms for schools on icbc.com may result in the removal of my road test booking privileges.
3. I will disclose any affiliation with ICBC, including my employment, or family's employment, with an ICBC appointed agent or Service BC driver licence office;
4. I am responsible for ensuring compliance with all applicable personal information privacy laws and the secure management of all customer personal information; and
5. I acknowledge that I have read, and agree to comply with, the [road test booking application terms for schools](#);
6. I confirm I have read, and will fully comply with, Division 27 of the [Motor Vehicle Act and legislation \(icbc.com\)](#), the [road test booking application terms for schools](#), and the [Code of Conduct](#).
7. I declare that all vehicles specified on this application meet the requirements as set out in section 27.09 of the Motor Vehicle Act Regulations and have undergone a mechanical safety check (including dual controls) by an ICBC accredited inspection facility.

SIGNATURE

NAME OF SIGNATORY (please print)

DATE (ddmmmyyy)

Licence fees — complete for all applications

Each licence purchased is accompanied by a wallet size version.

- For an original or renewal licence (mandatory for new applications)
- For each duplicate licence (additional or replacement)

Licence Type	Quantity	Amount
Original or renewal licence	x \$100	\$
Duplicate licence (additional or replacement)	x \$15	\$
	Total	\$

Instructor list — complete for original and renewal applications

List all instructors employed by the above mentioned school indicating each type of instruction he/she provides at the school.

The category of instructor is used to determine the bond amount required for an instructor. To calculate the amount of bond your school will need, use the bond calculator (<https://www.icbc.com/partners/driver-training/driving-schools/Pages/apply-for-licence.aspx>)

If required, use the [Supplement Instructor List](#) form (MV2441C) to list more instructors.

Category L Instructors – Bonding amount \$2,000 per instructor (to a maximum of \$10,000)

- Instructors teaching classes 5/7, GLP or 6/8
- If applicable, Instructors with Instructor Training Certification (ITC) that train school employees only

Name of instructor	Driver's licence number	Instructor licence designations (Select only classes taught by the instructor)
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air
		<input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC (employees only): <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air

Category H Instructors – Bonding amount \$3,500 per instructor

- Instructors teaching classes 1, 2, 3, 4 or Air (that may also teach 5/7, GLP or 6/8)
- Instructors with Instructor Training Certification (ITC) that train the public for any class of instructor licence

Name of instructor	Driver's licence number	Instructor licence designations (Select only classes taught by the instructor)	ITC
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air <input type="checkbox"/> 5/7 <input type="checkbox"/> GLP <input type="checkbox"/> 6/8	<input type="checkbox"/> Yes <input type="checkbox"/> No

Fee schedule — complete for original and renewal applications

Provide all training fees charged by the driver training school.

Individual lesson fees

Type of training	Fee (one person in vehicle)	Fee (multiple people in vehicle)	Number of people	Duration (HH:MM)
Class 1	\$	\$		
Class 2	\$	\$		
Class 3	\$	\$		
Class 4	\$	\$		
Class 5/7 automatic	\$	\$		
Class 5/7 manual	\$	\$		
Class 6/8 novice	\$	\$		
Class 6/8 final	\$	\$		

Complete course fees

Type of training	Fee (one person in vehicle)	Fee (multiple people in vehicle)	Number of people	Duration (HH:MM)
Class 1	\$	\$		
Class 2	\$	\$		
Class 3	\$	\$		
Class 4	\$	\$		
Class 5/7 automatic	\$	\$		
Class 5/7 manual	\$	\$		
Class 6/8 novice	\$	\$		
Class 6/8 final	\$	\$		

Theory course fees

Type of training	Fees	Duration (HH:MM)
Safe driving	\$	
Air brake	\$	
Other:	\$	
Other:	\$	
Other:	\$	

Authorized administrators (maximum 5) — complete for original and renewal applications

Provide designated individuals (authorized administrators) to be responsible for contacting ICBC to book road tests on behalf of the driver training school, and/or in the event there is an issue accessing the On-line Road Test Booking Service (“WebDEAS”) or Driver Training Industry Information webpage.

If your application is approved, we'll provide you with a user ID and temporary password for the WebDEAS **within 2 to 4 weeks AFTER you receive your driving school licence.**

#	Name of authorized administrator	Driver licence number	Security keyword

Proof of Vehicle inspection report (CVSE0014) — required for original and renewal applications

A copy of your current vehicle inspection report (CVSE0014) must be provided with this application.

An inspection report **is not required for class 6/8 vehicles** (motorcycles).

Proof of bond — required for original applications only

Driver Training Schools are required to hold and maintain security for the protection of the contractual rights of their students.

For further details, see Division 27 of the Motor Vehicle Act Regulations.

Provide the **original bond** with your application.

Proof of company registration — required for original applications only

Driver Training Schools must register their company with BC Registry Services and include with this application.

Provide proof of registration with your application.

Personal information provided on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing the payment for your driver training instructor fees. If you have any questions about the collection of information, please contact Driver Training Industry Support at 250-978-8370 or 1-866-339-0363.

Payment

Payment **must be mailed** with this application. Emails, scans or faxes will not be accepted.

Credit card information will not be retained by ICBC. Once payment is processed, this payment form will be destroyed.

Please make cheque payable to: Insurance Corporation of British Columbia (ICBC).

Amount

Cardholder name (as shown on card)

Method of payment:

Cheque



Credit Card Account Number

Expiry Date

MONTH

YEAR

CARDHOLDER SIGNATURE

Please mail payment with your complete application package to:

ICBC Driver Training Industry Support
PO Box 3750
Victoria BC V8W 3Y5

Driver Training contact information:

Phone (administration and call centre hours: Monday to Friday, 8:30 a.m. – 4:30 p.m.)

- Victoria: 250-978-8370
- Elsewhere in B.C. (Toll-free): 1-866-339-0363

Fax

- 250-978-8032

Website

- icbc.com/drivertraining

For ICBC use only – Driver Training Unit

DESCRIPTION

SERVICE CODE(S)

- School Licence 5260 School Duplicate 5266 Other _____

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