



Driver Training School Instructor List

This form must be completed by all driver training schools at the time of application for a British Columbia Driver Training School Licence. ICBC's Driver Training Industry Support Unit must also be notified immediately when changes to instructor personnel occur.

NAME OF DRIVER TRAINING SCHOOL	DTC #
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Section 1 Instructor List

List all instructors employed by the above mentioned school indicating each type of instruction he/she provides at the school. Please attach additional sheets if your instructor list is longer than the list provided (**Note:** you only need to sign one declaration).

Type of instructor: The category of instructor is used to determine the bond amount required for an instructor. To determine the category of instructor (L or H), check the designations for each instructor.

- If only designations in the Instructor Category (L) column are checked, enter an "L" under the Category column for that instructor.
- If designations are checked in both Instructor Category (L) and Instructor Category (H) columns, enter an "H" under the Category column for that instructor.

Bonding amounts

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

To calculate the total amount of bond required, visit <http://dtcbc.com/driving-schools/applying-for-school-licence.asp> and click on 'Get a security bond' to use the online bond calculator.

Name of Instructor	DL No.	Instructor Licence Designations		Category (L or H)
		Instructor Category (L)	Instructor Category (H)	
Example 1: Joe Instructor	0000321	<input checked="" type="checkbox"/> 5/7 <input checked="" type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC Trainer (employees only) <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	High Class <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Air ITC Trainer <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	L
Example 2: Fred Trainer	0000321	<input checked="" type="checkbox"/> 5/7 <input checked="" type="checkbox"/> GLP <input type="checkbox"/> 6/8 ITC Trainer (employees only) <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	High Class <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> Air ITC Trainer <input type="checkbox"/> 1 <input type="checkbox"/> 5/7 <input type="checkbox"/> 6/8 <input type="checkbox"/> Air	H
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Section 2 School Declaration

I declare that the above information is true and correct.

SIGNATURE OF SCHOOL SIGNING AUTHORITY

DATE

RETURN TO: ICBC, DRIVER TRAINING INDUSTRY SUPPORT, PO BOX 3750, VICTORIA, BC V8W 3Y5. PHONE: 250-978-8370, TOLL FREE: 1-866-339-0363, FAX: 250-978-8032