



## **SCHOOL POLICIES for COMMERCIAL TRAINING**

*For pre-trip inspection, behind the wheel, in-yard, off-road, and in-class training with Licence to Drive, Ltd.*

Date;

To; Management and Employees of **Company Name**

- Full payment must be made to secure schedules and training locations.
- If full payment is not collected, the training schedule and locations requested will no longer be available.
- Payment signifies acceptance of Licence To Drive, Ltd's School Policies for Commercial Training.
- Pre-trip inspection, behind the wheel, in-yard, and off-road lesson(s) rate is \$140 per hour, with a minimum of 2 hours of training per lesson.
- In-class commercial workshop rate is \$150 per hour, with a minimum 4 hours per day, up to a maximum of 10 students in room. If more than 10 students in commercial workshop, rate is \$200 per hour.
- Pre-paid lessons and workshops are non-refundable and non-transferable.
- Students must have valid learner's licence with them for start of each lesson.
- Students must have appropriate safety gear and tools which will include Hi-Vis safety vest, safety goggles, gloves, proper shoes/boots for being outside, pry bar, timer (phone).
- Behind the wheel training will always be one on one, student to instructor.
- Behind the wheel training time will be 90% driving and 10% discussion.
- Lesson(s) must be cancelled or rescheduled by student or student's management with at least 24 hours notice to avoid being charged full lesson rate.
- Missed lesson(s), no-shows for lesson(s) or cancellation(s) of lesson(s) with less than 24 hours notice will not be refunded.
- Cancellations must be emailed to; [info@licencetodrive.ca](mailto:info@licencetodrive.ca), phone; 604-894-1455, or text message; 604-894-1455. No exceptions.
- Refund requests must be emailed to; [info@licencetodrive.ca](mailto:info@licencetodrive.ca).
- There will be no refunds for lessons that already taken place.
- Licence to Drive, Ltd reserves the right to cease training for any reason whether written herein or otherwise.

### **Commercial vehicles and Trailers used for training;**

- All vehicles used for training or testing on public roads must pass a pre-trip inspection by a Licence to Drive, Ltd instructor.
- We may request a copy of the vehicle's current pre trip inspections prior to training.
- Licence plates must match insurance documents on both tractor and trailer.
- Inspection decals and inspection documents must be present and valid.
- Must carry fire extinguisher, triangles, first aid kits, and a matching pair of commercial grade wheel-blocks.
- From October 1<sup>st</sup> – March 31<sup>st</sup>, Commercial trucks weighing between 5,000 kg and 11,794 kg LGVW must carry chains or acceptable traction devices, unless the vehicle is equipped with winter rated tires with the 3-peaked mountain and snowflake symbol or the M+S symbol.
- Commercial vehicles 11,794 kg LGVW and greater, such as tractor trailers, are required to carry steel chains on most major highways.
- If vehicle does not pass inspection (not road worthy or unsafe to use), Licence To Drive, Ltd instructors will not continue to use the vehicle until it is deemed road worthy by a qualified mechanic and above cancellation policies will be applied if applicable.
- Students have 1 year to complete all lessons previously paid for with Licence To Drive, Ltd.

### **The following is specific to Class 1 M.E.L.T. training course;**

- 152hr course - \$15,700
- Students have 1 year to complete the M.E.L.T. training course with Licence To Drive, Ltd.
- Combination vehicle with a loaded weight of at least 32,000 kg (LGVW).
- Full air brake system on both tractor and trailer(s).
- Minimum tandem axle tractor and a tandem axle trailer(s).
- 5th wheel coupling device with a sliding mechanism.
- Single trailer at least 14.63 m (48 ft.) long, set at a minimum distance of 12.5 m (41 ft.) measured from the kingpin to the centre of the rear trailer axle.

**NOTE: 72 hours notice is required for cancelling a ICBC road test appointment made by Licence To Drive, Ltd. Failure to give us 72 hours notice will result in a late cancellation fee being charged by ICBC to student's licence.**