



# MANITOBA TRUCKING ASSOCIATION

## LCV/PDIC Instructor Course Registration Form

(For in-house trainers of carrier fleets)

All classes will be held at the MTA office, 25 Bunting Street, and begin at 9 a.m. unless otherwise indicated.

### REGISTRATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Company contact \_\_\_\_\_

Company Address \_\_\_\_\_

City & Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Fax \_\_\_\_\_

Company Phone \_\_\_\_\_ E-mail \_\_\_\_\_

1) Select dates:  February 14-17  August 15-18

2) Select course(s):

PDIC Instructor

- Carrier Member: \$350
- Associate Member (for profit school): \$500
- Non-Member: \$650

LCV Instructor

- Carrier Member: \$350
- Associate Member (for profit school): \$500
- Non-Member: \$650

Facilitator Skills

- MTA Member: \$258
- Non-member: \$515

Presentation Assessment

- MTA Member: \$155
- Non-member: \$284

Total \_\_\_\_\_ (plus GST) = \_\_\_\_\_

### METHOD OF PAYMENT

Invoice (MTA members only)  Cheque enclosed  VISA  Mastercard

Credit Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

**Forward registration form with payment to:**

Manitoba Trucking Association  
 25 Bunting Street, Winnipeg, MB R2X 2P5  
 Phone: (204) 632-6600  
**FAX: (204) 694-7134**

### \*\*\* REGISTRATION & CANCELLATION POLICY\*\*\*

1. Course seminar/seminar registration will close one week (five business days) prior to the course/seminar date.
2. Payment must be made in full prior to the course/seminar date in order to be considered registered for it. Payment can be made by credit card, cash or cheque. Members in good standing can continue to be invoiced; however, the cancellation policy will still apply.
3. All cancellations must be received by the MTA office, either in writing or by phone, one week (five business days) prior to the course/seminar date in order to receive a full refund.
4. Any cancellations that occur within one week (five business days) of the course/seminar date are subject to a 50% cancellation fee.
5. Any cancellations that occur within 48 hours (two business days) of the course/seminar date are subject to a 100% cancellation fee.

*This course can be tailored to your company's needs and delivered either at your location or at the MTA offices.  
 Please contact the MTA for more information about this course: [info@trucking.mb.ca](mailto:info@trucking.mb.ca) or phone 204-632-6600.*

## LCV and PDIC INSTRUCTOR COURSE PRE-REQUISITE CHECKLIST

**Note to employers:** please complete the following checklist **and include it with instructor registration form**. If registering for both LCV and PDIC instructor courses, fill both sections in the gray area below.

### DRIVER'S ABSTRACT

- Must not have more than four demerit points on driving record.
- During the 3 years immediately preceding the date of application, must not have had more than two violations of the Highway Traffic Act, National Safety Code, or TDG Regulations. This includes violations under any similar Act or Regulations in any other North American jurisdiction.
- During the 3 years immediately preceding the date of application, must not have had more than two reportable at-fault accidents. This includes reportable at-fault accidents in any other North American jurisdiction.
- During the 5 years immediately preceding the date of application, must not have had more than two unpardoned convictions under the Criminal Code of Canada by means of a motor vehicle or while driving or having care and control of a motor vehicle.
- During the 5 years immediately preceding the date of application, must not have had any unpardoned convictions of an offence against a person or a sexual offence under the Criminal Code of Canada, or any contravention of the Human Rights Code or the Human Rights Act of Canada or of any Province of Canada.

### TEACHING EXPERIENCE

- Class 1 Instructor Course **OR**
- MTA (or MTA approved) Facilitator Skills Course

### COMPANY REFERRAL

- Must have letter from employer company (carriers only) on company letterhead supporting attendance at LCV Instructor training.

### ADDITIONAL REQUIRED DOCUMENTATION FOR LCV INSTRUCTORS

- Driver's abstract, dated within 30 days of date of application
- Proof of successful completion of PDIC for Drivers, LCV for Drivers, and LCV Road Test, within 36 months preceding date of application to become an LCV Instructor.

### ADDITIONAL REQUIRED DOCUMENTATION FOR PDIC INSTRUCTORS

- Driver's abstract, dated within 30 days of date of application.
- Proof of successful completion of PDIC for Drivers within 36 months preceding date of application to become a PDIC Instructor.
- Hold a valid driver's license equal to or above the license class of the driver being instructed. (For example: Class 1 license can instruct ALL classes of drivers; Class 2 can instruct Class 2,3,4,5)

COMPANY NAME \_\_\_\_\_ COMPANY CONTACT \_\_\_\_\_

COMPANY CONTACT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Certification for this course expires 36 months after it is completed. A refresher course will be offered by the MTA for those who require it. PDIC instructors are required to teach one course per year (proof is to be provided to the MTA; proof can consist of a letter from the employer, the class attendance sheet, or copies of students' tests). Upon successful completion of the *PDIC Instructor's Course*, participants will be presented with a certificate to indicate their participation in the course.