

The logo for Thinking Driver Academy features the words "Thinking" and "Driver" in a blue, italicized serif font, stacked vertically. A thick, black, curved swoosh underline is positioned behind the text. To the right of "Driver" is a small "TM" trademark symbol. Below this, the word "ACADEMY" is written in a green, bold, sans-serif font with a black outline.

*Thinking
Driver*TM
ACADEMY

Class 5/7 GLP

INSTRUCTOR TRAINING COURSE

INFORMATION PACKAGE

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Welcome to the Instructor Training Course Information Package! Our mission at Thinking Driver is to empower aspiring driving instructors with the knowledge, skills, attitudes, and tools necessary to inspire and educate future drivers. This course is meticulously designed to help you achieve that goal.

As you embark on this training journey, you'll benefit from the expertise of our seasoned instructors, engaging in practical exercises and having ample opportunities to seek guidance. This package will answer all your questions, explain the process from getting approved by ICBC to registration to course preparation, and provide advanced preparation tips for success.

Our commitment to inclusivity ensures that regardless of your background, experience level, education, or prior knowledge, this course is tailored to support your success.

Thank you for choosing Thinking Driver, and happy learning!

Why Choose Us

Becoming a driving instructor is a significant milestone that opens doors to exciting career opportunities. Whether you aspire to join an established driving school or launch your own business, Thinking Driver supports your goals with an accredited Instructor Training Curriculum. In addition to preparing you for certification, we offer a complimentary “Starting Your School” course, providing in-depth guidance on how to establish your own driving school for those looking to go independent. This bonus program equips you with the tools for success—choose it at registration for a strong start in the industry.

With decades of experience specializing in Instructor Training for corporate and commercial clients, Thinking Driver is the only Approved School training School Bus Driving Instructors in BC. Our seasoned trainers have a track record of success, training hundreds of instructors, including law enforcement, emergency vehicle operators, and corporate professionals. You'll master the advanced instructional and coaching techniques that earned Thinking Driver President Spencer McDonald national awards from Transport Canada and the Canadian Society of Safety Engineering. Our training ensures your future students will not only pass their road tests but also enjoy a safe and engaging learning experience. You'll discover how to make teaching driving both enjoyable and profitable.

At Thinking Driver, we make your journey seamless and comprehensive. Your training package includes everything from course materials, reference guides, and extensive video libraries to hands-on instruction in our state-of-the-art Academy vehicles. Upon passing the course and approval of our Pilot Program, we'll handle all the paperwork with ICBC, ensuring you receive your instructor's license quickly and efficiently.

Looking for job placement? We have strong relationships with local driving schools and can connect you with potential employers who are actively seeking new instructors.

Starting Your School Bonus

Spencer McDonald, a nationally recognized road safety expert and entrepreneur, has built the Thinking Driver Group into a thriving, multi-million-dollar business. He began with just an instructor's license and grew his brand by identifying trends, marketing his expertise, and surrounding himself with a talented team. As part of our program, Spencer offers a one-on-one coaching session to every instructor candidate looking to start their own driving school. This personal guidance from a seasoned industry leader is invaluable and could be the key to your entrepreneurial success.

ITC Materials

Part of your welcome package to this course will be access to materials for our ITC program. Here is a list of the materials you will receive:

- ITC Resources Binder
- Teaching the New Driver Manual
- ITC Activity Workbook
- ICBC Manuals:
 - Learn to Drive Smart
 - Tuning Up for Drivers
 - Mapping a Safe Course
 - Graduated Licensing Program Course Approval Guide

Procedures for Certification

To attain certification as a driving instructor in British Columbia, adherence to the standards established by ICBC is imperative. Throughout this course, your commitment and engagement are pivotal for a successful journey toward qualifying as an ICBC licensed practical driving instructor. The criteria for course completion include:

Course Attendance: Attend every session of this course.

Entrance Exam: Successfully pass the entrance exam, demonstrating your understanding of basic driving rules and regulations.

Pre-course Driver Assessment: Meet the standards set in our pre-course driver assessment, showcasing your practical driving skills.

Observation Hours: Observe 6 hours of Driving Lessons with one of our partner schools and submit a completed Hours Tracking Form.

E-Learning: Complete Defensive Driving Fundamentals and Attitudes eLearning program to expand your perspective on driver psychology and enhance your knowledge on defensive driving.

Knowledge Assessments: Achieve a minimum score of 80% in the knowledge assessments, validating your grasp of course material.

Practical Sessions: Deliver two practical sessions, each lasting at least one hour. These sessions will be observed by an Assessment Officer, and a minimum score of 64% is required to pass.

Competency Checklist: Demonstrate competence in all the required knowledge and skills outlined in the ICBC Competency Checklist.

Your commitment to fulfilling these requirements is essential for a successful certification process. Trust that our guidance and support will facilitate your achievement of the necessary standards. We want you to be successful on your journey to becoming a certified driving instructor in British Columbia!

Policy

Attendance

Course hours are scheduled from 8:00 am to 4:00 pm, Monday to Friday. Full attendance throughout the program is mandatory for participants to successfully pass the course. Tardiness or partial absence on any day may result in a mark of incomplete. Participants are responsible for promptly communicating with instructors to arrange makeup sessions for any incomplete sessions.

Behavior

In the Instructor Training Course, adherence to the following guidelines is strictly enforced:

- **Prohibition of Substance Use:** Participants are prohibited from the possession, use, or being under the influence of alcohol, cannabis, or illicit drugs during course hours.
- **Weapons Policy:** Carrying weapons is strictly forbidden.
- **Zero Tolerance for Violence and Bullying:** Any form of fighting, uttering threats, or bullying is not tolerated.
- **Anti-Discrimination and Anti-Harassment:** Discrimination and harassment are unacceptable practices and are incompatible with the standards of Thinking Driver.
- **Disruptive Behavior:** Participants are expected to maintain a respectful and focused environment, and any disruptive behavior will not be tolerated.

Accommodations for Disabilities

Thinking Driver will provide reasonable accommodations for participants with disabilities, under the BC Human Rights Code.

Privacy Policy

Our organization recognizes the need for record keeping. We will not provide any of your information to the public. As per the ICBC Instructor Training Facility Agreement, ICBC will have access to the Trainee's training and Assessment records.

Complaints

We will respond to complaints within 5 business days and will seek to resolve the complaint at the earliest opportunity. Complaints that cannot be resolved at first contact, or those that raise more serious concerns, will be forwarded for further review within 30 business days.

Course Failure

The program operates on a pass/fail basis. While our instructors are dedicated to guiding participants toward successful course completion, it is important to note that successful outcomes are not guaranteed for every participant. Dedication, commitment, and adherence to course requirements are crucial for achieving a passing grade. Participants are encouraged to actively engage with the course content and seek guidance when needed.

Our Objective

In the realm of driving instruction, professionalism is not just a prerequisite; it is the cornerstone of our approach at Thinking Driver. Our mission is to equip you, our Instructor Candidates (ICs), with the skills and knowledge essential for excelling in the driving instructor role. As we embark on this journey together, we emphasize three pivotal pillars that will define your success: professionalism, instructional skills, and the creation of a positive learning environment.

Professionalism in the Driving Instructor Role

Our commitment is to guide you in understanding and embodying professionalism within the driving instructor role. This encompasses not only adhering to ethical standards but also cultivating a mindset that instills trust and respect. Throughout this course, we will provide practical insights and demonstrations to empower you to articulate and showcase the highest standards of professionalism.

Effective Instructional Skills

We recognize the transformative impact effective instructional skills can have on the learning experience. Our goal is to equip you with a diverse set of tools and techniques that cater to various learning styles. Through hands-on exercises and interactive sessions, you will not only grasp theoretical concepts but also apply them in real-world scenarios. Our commitment is to empower you to navigate the challenges of instruction with confidence and expertise.

Creating a Positive Learning Environment

The learning environment significantly influences the effectiveness of instruction. Our focus extends beyond imparting knowledge; it delves into creating an atmosphere that fosters engagement, enthusiasm, and active learning. We will guide you in strategies to cultivate a positive and supportive space, ensuring an optimal learning experience for your students.

Our Commitment to Your Success

We acknowledge the challenges inherent in becoming a proficient driving instructor. However, we firmly believe that your commitment, coupled with our dedication to your

learning, will pave the way for your success. Our promise is to match your effort and time investment with comprehensive guidance, practical insights, and continuous support.

Outcomes of the Course

Our ultimate aspiration is for every single instructor to emerge from this course with unwavering confidence in their ability to educate drivers effectively. While the journey may be demanding, the knowledge and skills you gain will serve as a solid foundation for your future as a driving instructor. We aim for each of you to walk away possessing:

- Exemplary Professionalism
- Effective Instructional Skills
- The Ability to Create a Positive Learning Environment

Together, let us embark on this transformative journey towards becoming not just driving instructors, but exceptional educators who inspire and shape responsible drivers.

Course Schedule

This course is 18 days. Sessions run Monday – Friday (except holidays).

Daily Schedule

Theory 8:00am – 9:30am
 Break 9:30am – 9:45am
 Theory 9:45am – 11:15am
 Lunch 11:15am – 11:45am
 Practical 11:45am – 1:45pm
 Break 1:45pm – 2:00pm
 Practical 2:00pm – 4:00pm

Course	Sessions	Hours
Theory	3 Hrs x13	39
Practical	4 Hrs x15	60
Unsupervised	2 Hrs x2	4
eLearning	2.5 Hrs x 1	2.5
Observation	1 Hr x6	6
Total	18 Days	111.5

Week 1

Monday	Tuesday	Wednesday 8am – 4pm	Thursday 8am – 4pm	Friday 8am – 4pm
		Theory	Theory	Theory
		Lunch	Lunch	Lunch
		Practical	Practical	Practical

Week 2

Monday 8am – 4pm	Tuesday 8am – 4pm	Wednesday 8am – 4pm	Thursday 8am – 4pm	Friday 8am – 4pm
Theory	Theory	Theory	Theory	Theory
Lunch	Lunch	Lunch	Lunch	Lunch
Practical	Practical	Practical	Practical	Practical

Week 3

Monday 8am – 4pm	Tuesday 8am – 4pm	Wednesday 8am – 4pm	Thursday 8am – 4pm	Friday 8am – 4pm
Theory	Theory	Theory	Theory	Theory
Lunch	Lunch	Lunch	Lunch	Lunch
Practical	Practical	Practical	Practical	Practical Make-up Day (Mandatory only for those who have missed a session)

Week 4

Monday 8am – 1pm	Tuesday 8am – 3pm	Wednesday 8am – 3pm	Thursday 8am – 4pm	Friday
Practical	Practical	Practical	Practical	

How to Enroll

Step 1: Request an Instructor Application

Begin by requesting an instructor application to ensure you meet the necessary qualifications. You can request this by calling ICBC toll-free at 1.866.339.0363 or online at https://onlinebusiness.icbc.com/eforms/dotcom/jsp/dtas_instructor_application_request.jsp

Step 2: Application Package

If you qualify, ICBC will send you an application package, which includes:

- An application form
- A medical evaluation form (to be completed by your physician)
- A criminal record search request letter

Complete all parts of the application and send it to the address provided in the package. Do not include your \$30 license fee at this stage. The fee is only required after completing the training course.

Step 3: Register for the Instructor Training Course and Deposit.

Fill out the registration document found on the next page and email the completed form. To hold your seat, a deposit of \$1000 is required. This deposit is refundable up to 45 days before the first day of the course.

Step 4: Entrance Knowledge and Skills Test

You must pass a knowledge test (multiple choice) and a skills test (in-car driving – similar to a road test) to gain admission into the ITC. To prepare, we recommend:

- Reading "Learn to Drive Smart" and "Tuning Up for Drivers"
- Motor Vehicle Act – Section 119-231
- Motor Vehicle Act Regulations – Divisions 4, 18, 42, and 47
(Links to these materials are provided at the end of this information package)

Step 5: Class 7 Observation

Complete 6 hours of live observation of a Class 7 driving lesson. You will observe a licensed instructor delivering a lesson to a student from the back seat. Scheduling for observation will occur after you pass the entrance tests.

Step 6: Attend Thinking Driver ITC

Step 7: Submit Completion Certificate and Fee to ICBC

After completing the instructor training course, mail the following to ICBC:

- Your course completion certificate
- \$30 license fee (cheque payable to ICBC)

If you plan to teach at multiple branch offices or schools, you will need to display a license at each location and request additional licenses at \$15 each.

Mail your certificate and fee(s) to:

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

Please note that any outstanding debts to ICBC must be settled before an instructor's license is issued.

Once ICBC receives your course completion certificate and fees, they will send you your instructor license, allowing you to begin instructing at a licensed driving school.



ICBC INSTRUCTOR TRAINING COURSE REGISTRATION FORM

Please Print Clearly

Name: _____ Date: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Phone #: _____

Approved by ICBC*: Yes Cell #: _____

*please provide ICBC approval letter with registration.

Course Dates: **January 08 - January 30, 2025** (weekdays)

Course Tuition: **\$4,688** (reg. \$7,185)

Plus applicable taxes.

Location: **Surrey**

Payment in Full Deposit Only Payment Plan Required

Credit Card Payment: Visa MasterCard

Card Number: _____ Exp: _____ CVV: _____

Name on Card: _____

eTransfer Payment: to info@thinkingdriver.com Please use password: Thinking

* please put your name in the message section

Payment Options:

Payment options are available, candidates are responsible for discussing this with our Training Coordinator, if required. Full course payment is required no less than 30 days before the course start date to secure a seat. Course seats are available on a 'first-come, first-serve' basis.

Deposit Policy:

Seats are limited for each course. A deposit of \$1000 is payable by credit card or etransfer. Full payment must be received no later than 1 month before the start date to secure a seat in the course. Deposit covers Pre-Course Assessments (on-road and knowledge).

Refund Policy:

Before pre-course assessments, more than 30 days before the course - Full Refund
After pre-course assessments, more than 30 days before the course - Full Refund less Pre-Course Assessment (\$350)
Less than 30 days before the course start date - No refunds, unless under extraordinary circumstances.

Cancellation Policy:

If, for whatever reason, a course needs to be rescheduled or cancelled, we will inform you as soon as we can.

*Certification does not guarantee that ICBC will issue a Driver Training Instructor's License.

*ICBC may require a Certified Trainee to be re-examined by ICBC.

*ICBC will have access to the Trainee's training and assessment records.

Please scan and email this registration form, with payment, to Kristy Gittens: (kristy.gittens@thinkingdriver.com)

Questions? Contact Thinking Driver at

604-596-0500

Thinking Driver Academy – 12601 54 Avenue, Surrey, BC V3X 3C1

FOR OFFICE USE ONLY:

_____ Subtotal

_____ GST _____ PST

_____ Total Charged

Authorization # _____

Glossary

Assessment Officer (AO) – An Assessment Officer is an individual responsible for evaluating the performance of instructor candidates during various stages of the Instructor Training Course. AOs assess candidates' instructional skills, knowledge of traffic laws, and their ability to effectively communicate driving principles. Their evaluations play a crucial role in determining whether a candidate is qualified to become a certified driving instructor.

Defensive Driving – Driving to prevent incidents regardless of the driving conditions and actions of others.

Graduated Licensing Program (GLP) – The program that ICBC introduced to help new drivers gain experience gradually, under conditions that expose them to less risk.

ICBC-approved course – A driver education course that meets specified requirements that ICBC has set. New drivers who complete an ICBC-approved course are eligible to receive a six-month reduction in the novice stage if the driver remains violation- and at-fault crash-free for the first 18 months of their novice stage (Class 7 only).

Instructor Candidate (IC) – An individual participating in an Instructor Training Course and looking to become certified as an instructor.

Insurance Corporation of British Columbia (ICBC) – A provincial government corporation responsible for providing automobile insurance, driver licensing services, and vehicle registration in British Columbia. As a key player in road safety, ICBC also sets and enforces driving standards, conducts road tests, and implements programs such as the Graduated Licensing Program (GLP) to enhance road safety.

Instructor Trainer (IT) – An experienced driving instructor delivering an Instructor Training course to help candidates become instructors.

Instructor Training Course (ITC) – A comprehensive program designed to equip individuals with the necessary knowledge and skills to become certified driving instructors in British Columbia. This course covers instructional techniques, traffic laws, and effective communication strategies to prepare candidates for a successful career in driver education.

Justice Institute of British Columbia (JIBC) – An educational institution that collaborates with ICBC to deliver the Instructor Training Course (ITC). The JIBC plays a crucial role in training and certifying driving instructors, ensuring that they meet the standards set by ICBC and contribute to the development of safe and responsible drivers.

Learn to Drive Smart (LDS) – Whether you are new to British Columbia, taking a re-examination, or brushing up on your driving skills, the Learn to Drive Smart guide gives you the basic information to help you drive safely. The guide will also help you prepare for the knowledge test, and Class 7 and Class 5 road tests.

Learner-centered – Instruction that’s based on the needs of the students. To make their course learner-centered, instructors generally try to adapt their instruction to different learning rates and styles, recognize cultural differences, and value the experiences and ideas of their students.

Lesson – One or more learning activities selected to achieve specified learning outcomes. A lesson will usually include several different activities.

Lesson Plan – A plan designed to teach a particular topic or topic, including an introduction, detailed activities, and a summary.

Mapping a Safe Course – The curriculum document that outlines the course content, assessment strategies and instructional strategies to be used in an ICBC-approved course.

Motor Vehicle Act (MVA) – The provincial statute governing the operation of motor vehicles on British Columbia highways.

Motor Vehicle Act Regulations (MVAR) – These extensive regulations, enabled by the Motor Vehicle Act, cover topics such as vehicle inspection and maintenance requirements, driver licensing, cargo securement, and commercial vehicle safety code requirements.

Motor Vehicle Branch (MVB) – The Motor Vehicle Branch is a division within ICBC that handles various aspects of vehicle registration, licensing, and compliance with motor vehicle laws. It is an essential entity for both drivers and driving instructors, as it oversees the administration and enforcement of regulations related to road safety and driver education.

Tuning Up for Drivers (TUFD) – The guide is issued to the new driver when he or she gets a learner’s license. It’s designed to help the supervisor work effectively with the new driver to promote safe driving skills and attitudes.

Running Commentary – A driver’s ongoing description of what they are seeing, doing, and planning to do. This can be done by an instructor or a student.

Supervisor – An experienced, fully licensed adult non-professional driver who helps a new driver become a safe, skilled driver.

Resources and References

Thinking Driver

www.thinkingdriver.com

ICBC Home Page

www.icbc.com

Drive Smart BC

www.drivesmartbc.ca

Driving School Association of the Americas (DSAA)

www.dsaa.org

ICBC for Driver Trainers

www.icbc.com/partners/driver-training

ICBC Driving Guides

<https://www.icbc.com/driver-licensing/driving-guides>

Motor Vehicle Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96318_00

Motor Vehicle Act Regulations

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/26_58_00

Road Safety BC

<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc>

ICBC – Fines Points and Offences

www.icbc.com/driver-licensing/tickets/Pages/fines-points-offences.aspx

ICBC – Statistics

www.icbc.com/about-icbc/newsroom/Statistics

BC Government – Driving and Cycling

<https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling>

B.C. Government – Reporting Child Abuse

www2.gov.bc.ca/gov/content/safety/public-safety/protecting-children/reporting-child-abuse

Transport Canada

<https://tc.canada.ca/en/road-transportation/road-safety-canada>

BC Human Rights

www.bchumanrights.ca

YouTube

www.youtube.com/watch?v=l7ljxDjwDjU

www.youtube.com/watch?v=vqRKEo82ays&t=4s

ICBC Driving Guides

Driving Commercial Vehicles

Instructor Resource Kit

Learn to Drive Smart

Mapping a Safe Course

Tuning Up for Drivers