

**PROCEDURES**  
**TO**  
**APPLY FOR**  
**DRIVING SCHOOL**  
**LICENSE**

## **1.0 INFORMATION**

### **1.1 GENERAL**

Persons making application for a Driving School Permit must be at least twenty-one (21) year of age and have been holding a valid Canadian license for the previous five years. A valid P.E.I. driver's license must be presented at the time of application.

The driving record of the applicant must show that person to be of good character. The record will be reviewed for convictions and suspensions incurred for the five years previous to the application for a license as a driving school.

The Director may refuse to issue a license based on the information contained on the driving record subject to the provisions of the Regulations.

A list of documents relating to the application is included in the following pages.

## **2.0 LICENSING PROCEDURE**

### **2.1 HIGHWAY SAFETY**

The issue of driving school licenses is the specific responsibility of Highway Safety Operations and is carried out only at the Highway Safety offices located in Summerside and Charlottetown. These offices are located at:

33 Riverside Drive  
P.O. Box 2000  
Charlottetown, P.E.I.  
C1A 7N8  
Tel: 368-5217

120 Harbour Drive  
P.O. Box 2063  
Summerside, P.E.I.  
C1N 5L2  
Tel: 888-8300

Inquiries are to be directed to the Supervisor of Driver Training at the Charlottetown address.

### **3.0 BASIC REQUIREMENTS**

#### **3.1 DOCUMENTS**

The following documents must be submitted as part of the application for a Driving School License:

- a completed application for a Driving School License;
- an abstract of the driving record (if from out-of- province);
- applicant's driver's license for review;
- medical referral form (if application is approved)
- other documents supporting character, experience or qualifications upon request; and
- a list of qualified instructors to be employed by the driving school.

The applicant must have a motor vehicle which meets driving school vehicle requirements.

#### **4.0 FEES**

The fee of twenty-five dollars (\$25) is charged for each applicant for a license as a driving school. The fee is payable at the time of application.

#### **5.0 RENEWALS**

Renewals may be made by resubmitting application forms and passing such tests as may be prescribed by the Director.

## **PROCEDURES**

### **1. APPLICATION**

- Applicant makes intention known
- Applicant is interviewed to determine suitability and to explain the procedure applicant is to follow
- Applicant receives document and information package
- Applicant returns completed documents
- A file is opened, fee is collected, receipt is issued
- Applicant is advised he/she will be contacted after screening is completed

### **2. SCREENING**

- Documents are reviewed to ensure the criterion is met
- Applicant's driving record is checked locally and in other jurisdictions as required
- Applicant's character and qualifications are checked
- Applicant is contacted for further information or clarification as required
- Decision is made on course of action:
  - \* refusal of license and fee is returned;
  - \* application is filed;
  - \* testing required; or
  - \* partial or complete waiver of tests.

### **3. RENEWAL**

- Application is made for renewal
- Application to be accompanied by:
  - \* driving record abstract;
  - \* medical referral forms (every three years) are completed;
  - \* vision referral forms (if necessary) are completed;
  - \* certificates of qualifications gained since last application; and
  - \* proof of insurance if applicable.
- Fee is paid and receipt issued
- Retesting is conducted if required
- License is renewed if satisfactory

### **4. REVOCATION - SUSPENSION OF LICENSE**

- These actions are based on the person's driving record. They are taken when the provision of Section 15 of the Regulations come into play.
- Driving record is brought to the attention of the Director of Highway Safety as convictions are recorded.
- Applicant is interviewed concerning record as to the effect of Section 15 of the Regulations
- Driving School License is surrendered until cause of action is cleared up.

**5. DRIVING SCHOOL VEHICLE REQUIREMENTS**

- Vehicle must meet required safety standards
- Vehicle must be properly insured and registered as required by the Director
- Vehicle must be kept in good condition at all times (mechanically and cosmetically)
- Vehicle must have proper signage installed as required in the Driving School Regulations
- Vehicle safety checks to be done on Driving School vehicle on a regular basis

**6. DRIVING SCHOOL REQUIREMENTS**

- Facilities must be inspected and approved by the Director or agent of the Director
- Curriculum must be approved by the Director (Driver Education Package)
- Resource materials must meet approval of the Director (films, audio-visual aid, books, lectures, etc.)
- Must have Prince Edward Island Highway Safety Operations licensed instructors
- Must have sufficient insurance coverage
- Must maintain an acceptable standard of instruction as established by Highway Safety Operations
- Must maintain student performance records and keep on file for a period of time to be specified by the Director (see attached)