



# Code of Professional Standards

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## **Enrollment:**

- School will not deny admission on the basis of race, creed, colour, sex or national origin.
- School will have an equitable and prompt refund and cancellation policy, which is consistent with regulator and/or accrediting standards, if possible.

## **Instructors:**

- School instructors will possess good character and a professional attitude.
- Instructors will be trained to teach and will be licenced/certified where appropriate.
- School will provide instructors and staff with professional development adequate to maintain their professional knowledge and skills.
- Student/Instructor ratio should be maintained at a maximum of twenty five students to one instructor for in class training.

## **Student Requirements:**

- As a requirement for acceptance to a school, the prospective student should have the valid/applicable provincial drivers licence and permit (if required) for entrance to resident training. The prospective student should not have his/her driving privilege suspended in any province.
- Prospective students should demonstrate physical qualifications by passing a MTO/DOT physical examination and drug screen.
- In the event that a disqualifying physical condition develops after enrollment, the school should adjust the tuition in accordance with the school refund policy, using the date of the occurrence of the disability as the termination date of the student's obligation.
- Students are required to wear closed shoes during all practical lessons.
- Students must maintain a full attendance record, any student arriving more than 20 minutes late may cause forfeiture of the session for practical training.
- Students registered for any theoretical course will have absolutely no admittance to classroom once course instruction has started. (We will give the client 15 minutes from start time) If any client arrives late they will be required to start the theoretical course from the beginning and re-register for the next available course at his/her expense.

## **Student Responsibilities**

- Discrimination against or harassment of any student or group of students, on the basis of race, ancestry, place of origin, colour, ethnic origin, language or dialect spoken, citizenship, creed, sex, age, marital status, mental or physical disability, sexual orientation, political affiliation or union membership will not be tolerated by the College.
- A student shall not take or verbally threaten to take any action which threatens or endangers the safety, health, life, or freedom of any person, or impairs the educational mission of the College.
- A student shall not in any way abuse other students, college employees or guest of the college.

- A student shall not possess, consume, provide or aid in the consumption or furnishing of alcoholic beverages on College property.
- A student shall not possess any weapons or explosives on College-owned or controlled property.

### **Disclosure:**

- Prospective students will be made aware of the student's obligations regarding transportation to the school.
- School will provide prospective students with clear explanation of the various job entry requirements, without any overt or implied claim or guarantee of employment made at any time.

### **Course of Instruction**

- Training should enable the student to learn the skills required to drive a commercial or other vehicle, and to apply these skills to specific driving situations.
- School instruction will conform to laws and regulations of the province in which it operates.
- School will provide driving experience over a variety of road types, traffic conditions and driving situations.
- School will provide and document that each student has received the minimum hours of behind the wheel instruction and training as advertised in the school's promotional literature.
- School will provide for each graduate to be tested for a commercial license, where required only if the student demonstrates safe driving and will not put other road users at risk.

### **Competencies:**

- Graduates of the school training program must demonstrate understanding of the basic operation of the vehicle /bus or tractor trailer so that they may function properly as an entry-level driver in the commercial industry
- The graduate must be able to demonstrate safe motor vehicle control and procedure skills for the commercial vehicle under situations normally encountered in the trucking industry, so that he/she can successfully attain a basic commercial driver's licence.
- The graduate must be familiar with the Border Crossing Regulations, including hours of service and maintenance of logs, so that he/she will be able to comply with these regulations as an entry-level commercial driver. Graduates must demonstrate that they meet federal, provincial and local standards for entry-level employment in the trucking industry.

### **Placement:**

Without guarantee of employment, schools will provide students with resources and assistance in job placement.

- The extent and nature of placement services provided are as claimed by the schools promotional literature.
- The school must demonstrate that graduates of the training program are employable by documenting placement statistics.

