

# Professional Instructor in Driver Education Program



## ESSENTIAL TECHNIQUES FOR DRIVER TRAINERS

One-of-a-kind program that teaches fleet driver instructors how to properly train new and seasoned drivers.

### 2016 PROGRAMS

- January 10-15
- March 13-18 (March Break)
- May 1-6
- July 10-15
- August 7-12
- October 16-21

*(Additional dates added dependent upon demand)*

**BURLINGTON, ONTARIO, CANADA**



### DUAL LEARNING ENVIRONMENT

- 50% CLASSROOM
- 50% ON-ROAD

## WHAT YOU WILL RECEIVE:

- ★ Certification for "Signing Authority" with the Ontario Ministry of Transportation in order to upgrade and renew drivers' licences on your own premises (if passing grade achieved and all other MTO requirements are met).
- ★ Effective techniques for dealing appropriately with new and seasoned trainees alike.
- ★ Indispensable techniques for classroom instruction including the effective use of audio visual equipment, non-lecture format and more!
- ★ Valuable in-vehicle information on "HOW" to properly teach daily inspections, defensive driving, right and left turns, night driving and more.
- ★ Superior facilitation skills including climate setting, guided questioning, being an active listener, and giving positive feedback both in the classroom and on-board the vehicle.
- ★ One-on-one interaction with master instructors and many opportunities to exchange information among participants.

THIS PROGRAM IS A JOINT VENTURE OF:



## All participants will take home...

- ✓ Detailed pre-course material.
- ✓ A comprehensive reference manual.
- ✓ A handy booklet with specific on-road training techniques.
- ✓ Guidelines for classroom instruction.
- ✓ Certificate upon successful program completion.
- ✓ USB flash drive for each participant to save presentations and information developed/received during the program.
- ✓ A complimentary mini whiteboard for on-road training.
- ✓ A laminated trainer's "feedback" card.



### Who Should Attend?

Anyone currently employed by a company in driver instruction on large vehicles and/or with vehicle fleets, as well as instructors who may be involved with driver instruction in the future. One of the objectives of this program is to encourage consistent instructional methods among all driver trainers regardless of the organization in which they work. All participants taking part in the Professional Instructor in Driver Education (P.R.I.D.E.) Program are required to hold a valid passenger carrying licence (e.g. B, C, E, F for Ontario).

### Program Approach

Designed specifically by and for bus driver trainers, this intensive five day program uses every moment of time! There will be hands-on simulations and lots of practice with real-life situations both in the classroom and on-road, on-board a bus. It is a highly participative and supportive approach within the adult learning environment, suitable for all fleets including non-bus related.

### Workshop Hours

*Daily ending times are approximate. Participant travel arrangements are required to coincide appropriately with Sunday and Friday course start/end times.*

Sunday: 12:00 noon to 6:00 pm  
Monday to Thursday (inclusive): 8:00 am – 9:00 pm  
Friday: 8:00 am – 1:00 pm

### Session Leaders

The program is conducted by experienced industry facilitators. Their highly professional approach reflects in-depth research based on behaviour modelling and developmental learning, and incorporates an effective and proven instructional methodology and adult learning principles.

### Industry Recognition

The P.R.I.D.E. Program would like to take this opportunity to recognize and thank the donors of all vehicles being used during the program. The participant's experience and enjoyment is maximized because of the assistance and goodwill of these fine organizations.

### What's Included?

Program fees include a Sunday welcome lunch, tuition, all course materials and support services for the duration of the program. Daily buffet breakfast and lunch included in nightly accommodation costs for participants staying in the hotel. The cost of accommodation, dinner, incidentals and travel are not included in the program registration fee.

### Hotel Accommodation

Hotel accommodation is recommended for all participants regardless of proximity to program location. Hotel reservations are made by the P.R.I.D.E. Program on behalf of all participants, but the cost of accommodation is not included in the program registration fee.

### “Signing Authority”/ “Recognized Authority”

This program has been approved by the Ministry of Transportation as an official prerequisite to becoming a “Signing Authority” in the province of Ontario. Information regarding “Signing Authority” and the MTO Driver Certification Program (DCP) is provided by the Ministry of Transportation during each program. Participants wishing to apply for “Signing Authority” must hold a valid Ontario driver's licence for the previous three years in the class of vehicles for which they will be training. Organizations wishing to obtain a “Recognized Authority” company designation must own and operate a minimum of 25 commercial vehicles in the licence class in which the training is to be offered, have been a motor carrier for at least 5 years and have a satisfactory CVOR safety rating. For further information about “Signing Authority” and “Recognized Authority”, please contact the MTO Driver Certification Program (DCP) office at 416-235-4323 or [driver.certification.program@ontario.ca](mailto:driver.certification.program@ontario.ca)



# Benefits that will affect your bottom line.

## Classroom Instruction Techniques that Work!

- Master essential teaching skills by practicing in actual presentations.
- Develop skills and techniques to ensure appropriate learning objectives for all training sessions.
- Gain special techniques for facilitating lessons through proper “guided questioning” and “hands-on” methods.
- Understand the importance of “climate setting”.
- Learn to prepare superior “instructional notes” and lesson plans.
- Improve skills on delivering feedback to trainees in a constructive, non-threatening manner.
- Learn how to use flipcharts, PowerPoint and DVD equipment correctly for an enhanced learning environment.
- Practice delivering information in a confident manner.
- Acquire effective coaching methods for maximum trainee retention.
- Learn special communication techniques proven to be valuable in all learning and meeting situations.



## Proven Road Training Methods and Approaches

- Gather many helpful hints for teaching defensive driving, right and left turns, stopping/moving off, picking up/dropping off passengers, lane control, night-time driving and more.
- Know how to select an appropriate location for road testing.
- Learn how to teach proper circle checks through practical experience during the program.



## What previous participants are saying about the program

*“My overall impression of the program is that it is extremely well organized and presented. The trainers are all exceptional and the material presented is incredibly relevant and pertinent to any training program.”*

Tristan Green – **OC Transpo**

*“Well run from start to finish. I came in not knowing what to expect and am taking home tools, skills, confidence, feedback and support that I will use for the rest of my life. Excellent program!”*

Terry Lucas – **First Student (Ajax)**

*“I found the program to be very thorough, very extensive. There are a lot of great tools I found I could use. The knowledge of the instructors really shows. At first it was a bit overwhelming, but I found my groove.”*

Paul Prowse – **St. John’s Transportation Commission**

*“Very excellent! The trainers are very good and very enthusiastic about the program. Very organized. Objectives were clearly explained at the beginning and the training session never wavered away from that path.”*

Jasmin Leduc – **Leduc Bus Lines**

*“Life-changing – not only did this program provide amazing training techniques but it also taught me about me! I will forever be a better person because of the program, the Master Trainers and my fellow group members. For the first time in my life, I believe in me!!”*

Tanya Hazell – **Sharp Bus Lines**

*“Excellent program! I will go back and thank the two persons who recommended [this program] to me. It was above what they mentioned....wish I had more time to spend here with all the great trainers and trainees. Every minute was valuable.”*

Vivek Uppal – **GO Transit (A Division of Metrolinx)**

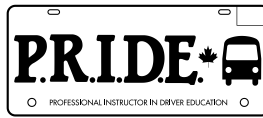


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# How to Register



Complete the following registration form and scan/email it to: [info@osba.on.ca](mailto:info@osba.on.ca) or fax to (416) 695-9977.

Member Association (please check all that apply):

OMCA  OPTA  OSBA  Non-Member

Participant Name \_\_\_\_\_

(Indicate "TBA" if participant name unknown at time of completing this form.)

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal/Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Participant E-mail \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Telephone \_\_\_\_\_

Supervisor's Email \_\_\_\_\_

Special Needs \_\_\_\_\_

## Please check 2016 preferred date:

- January 10-15
- March 13-18 (March Break)
- May 1-6
- July 10-15
- August 7-12
- October 16-21
- Preferred date if above dates are not available or suitable: \_\_\_\_\_

## Please indicate the type of vehicles that you will train at your own company:

- Transit
- School Bus
- Highway Coach
- Specialized Transit
- Other (Please specify) \_\_\_\_\_

## Certification:

Please note that the Professional Instructor in Driver Education (P.R.I.D.E.) Program is a pass or fail course based on each participant achieving all of the daily objectives.

## Cancellation Policy:

In the event that a registrant is unable to attend, cancellations will be accepted in writing without penalty up to 30 days prior to program commencement. After that date, no refunds or transfers will be permitted, although an alternate name may be submitted for the same program. The Professional Instructor in Driver Education (P.R.I.D.E.) Program reserves the right to cancel a program should insufficient enrollment or other factors warrant such action, in which case all payments will be refunded.

# For more information

**Contact:** Michele O'Bright, Program Director  
**Phone:** (416) 695-9965 Ext. 3  
**Fax:** (416) 695-9977  
**Mail:** 3401 Wolfedale Rd  
Mississauga, ON L5C 1V8  
**E-mail:** [info@osba.on.ca](mailto:info@osba.on.ca)

## Program Location

Admiral Inn, Burlington, Ontario, Canada  
Custom, in-house programs also available.  
Contact Michele O'Bright for more details.

## Registration Fees

\$2,195 + HST per person (Members of OMCA, OPTA and OSBA)  
\$3,195 + HST per person (Non-members)  
HST Registration # R104001060

## Registration Process

1. Registration is on a first-come, first-served basis.
2. There is a maximum of 12 participants per program.
3. Please complete one registration form for each participant attending and scan/email to: [info@osba.on.ca](mailto:info@osba.on.ca) or fax to 416.695.9977. Indicate "Name TBA" if participant name is not known at time of registration.
4. A completed registration form will hold/reserve a spot in the program but will not guarantee enrolment.
5. Registration can be guaranteed with a credit card number or scan/emailed or faxed copy of a cheque submitted simultaneously with registration form.
6. One payment option must be selected on each registration form. Those forms including a credit card number or scan/emailed or faxed copy of a cheque will be given priority over forms with no payment details.
7. Full registration fee is required to be received two weeks prior to the start of the program.
8. Make cheques payable and mail to: Ontario Motor Coach Association, 555 Burnhamthorpe Road, Suite 505, Toronto, ON, M9C 2Y3.

## Payment Options (Please select one)

- No payment details provided at this time. This form is a reservation/hold only. In the event of high volume program registration, we accept that the P.R.I.D.E. Program will provide 24 hours notice to confirm payment details or our reservation may be re-allocated to alternate registrants.
- Scan/email or faxed copy of cheque (attach to registration form). Mail cheque to: OMCA, 555 Burnhamthorpe Road, Suite 505, Toronto, ON, M9C 2Y3
- Credit Card #: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
Name on Card: \_\_\_\_\_