

STANDARD 5
SELF-CERTIFICATION STANDARDS
AND PROCEDURES

Although this Standard appears in the *National Safety Code for Motor Carriers*, it is important to note that it applies to all drivers, including commercial drivers.

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A. DEFINITIONS

Within the context of this standard, the following definitions apply:

“assessment” (*évaluation*) means any activity designed to establish if a professional driver trainee’s knowledge, skills and ability to drive meet precise criteria.

“certification” (*reconnaissance*) means a document attesting that a professional driver trainee has the required knowledge, skills and ability to drive certain types of vehicles.

“authorized agent” (*mandataire*) means a motor carrier or a school duly recognized by the licensing authority, and granted the responsibility of evaluating professional driver trainees’ skills, knowledge and ability to drive certain categories of vehicles.

B. OBJECTIVES OF THE PROGRAM

The Self-Certification Program for professional driver trainees will ensure the following objectives are met:

- to enable motor carriers acting as authorized agents to perform quality assessments of the professional driver trainees they employ;
- to enable schools acting as authorized agents to perform quality assessments of the professional drivers they train;
- to facilitate the process for obtaining a higher-class driver licence, while at the same time ensuring that a trainee receives quality training and assessment;
- to monitor the training of professional driver licence applicants;
- to reduce the costs involved in issuing higher-class driver licences through the participation of motor carriers and schools as authorized agents.

Professional driver trainees employed by a motor carrier and students enrolled for training as professional drivers in a recognized school are the target groups for this program.

In addition to holding the appropriate class of driver licence for training purposes, the professional driver trainee shall meet the existing requirements concerning:

- minimum age;
- years of driving experience;
- medical standards;
- payment of prescribed fees.

The professional driver trainee will receive proper training and will thus be able to meet the prescribed criteria for the category of driver licence applied for. The Self-

Certification Program will enable him to obtain the category of driver licence applied for, or even confirm his ability to meet greater responsibilities, and to obtain eventually, if required, a special permit (e.g., transportation of dangerous goods, air brakes).

The driver licence applied for will be granted by the appropriate government licensing authority on the recommendation of the authorized agent.

A jurisdiction is entitled to limit the extent of the powers granted to its authorized agents. It is therefore proposed that, in all cases, jurisdictions retain the right to:

- assess the medical fitness of candidates;
- issue learner/instructional driver licences;
- issue driver licences;
- develop or approve theoretical and practical tests;
- develop or approve the professional driver training program.

C. PROGRAMS AND TRAINERS

1. Training Program

Since there must be formal correspondence between training and assessment, the training programs must meet the following standards.

A training program shall have:

- a stated objective;
- standards of applicability;
- a detailed table of the training modules for both the theoretical and the practical components of the program;
- the detailed contents of each training module.

Subject areas covered by the training program shall include:

- the driver;
- the vehicle;
- driving practices;
- laws and regulations.

2. Development Training

The aims of the training course offered to professional drivers employed by a motor carrier and who already hold a higher-class driver licence are:

- to upgrade their knowledge;
- to strengthen their skills;
- to correct possible weaknesses;
- to ensure acquisition of specific knowledge or skills (e.g., transportation of dangerous goods, air brakes).

3. Trainer:

(a) Instructor Requirements

- The instructor must meet the requirements referred to in point 3, Section D.
- The instructor must be employed by the firm either as an employee or as a consultant and work in a position directly related to highway safety.
- The instructor must provide proof of five years of relevant experience with a motor carrier, or of two years as a qualified trainer in a recognized school.
- The instructor must have a good teaching record with the firm or the institution where he is employed.
- The instructor must have a good driving record.

(b) Instructor Training

The training provided to the instructor should ensure that he has proper knowledge and expertise in, among others, the following subject areas:

- highway safety;
- fleet management;
- adult education.

D. CERTIFICATION OF AUTHORIZED AGENTS

An organization applying to become an authorized agent for the purpose of assessing and certifying professional driver trainees does so on a voluntary basis.

Furthermore, the fact that an organization meets the requirements for qualification as an authorized agent does not preclude the licensing authority exercising, under certain circumstances, discretionary powers.

1. Application Requirements

Carriers and schools applying for authorized agent status will have to satisfy certain requirements. It is essential that government licensing authorities ensure that each authorized agent meets the conditions for proper assessment and training of professional drivers.

(a) Qualification Requirements for Authorized Agents

The following criteria must be met for qualification as an authorized agent:

- a firm which has been operating as a motor carrier for at least five years or a duly recognized school which has been fully accredited by the licensing authority for at least two years to offer professional driver training;
- a motor carrier that employs a minimum of 50 professional drivers on a full-time basis or a school that provides training to a minimum of 50 driver trainees annually;
- a motor carrier delegating responsibility for highway safety to an employee or a consultant who must be entitled to give instruction to its employees and to assess them; or a school whose instructors are qualified and accredited by the licensing authority to provide instruction to professional driver trainees and who are deemed capable of assessing them;
- a motor carrier with an excellent highway safety record or a school with an excellent professional driver training record.

(b) Requirements for Acting as Authorized Agents

The motor carrier or school recognized as an authorized agent, through a memorandum of agreement with the licensing authority, undertakes to respect the terms of the agreement concerning training, assessment, certification, etc.

- The motor carrier agrees to:
 - meet the objectives of the training program duly approved by the licensing authority;
 - respect the terms prescribed for driver testing;
 - offer the approved training program only to the professional driver trainees it employs.
- The school agrees to:
 - meet the objectives of the training program duly approved by the licensing authority;
 - respect the terms prescribed for driver testing;
 - offer the approved training program to professional driver trainees.
- The length of the initial agreement is of two years. An agreement may be renewed for maximum periods of five years or may lapse or be revoked if its terms are not respected by the authorized agent. If the agreement with a motor carrier or school is revoked, this

motor carrier or school will not be allowed to apply for qualification as an authorized agent for two years following the date of the revocation.

The agreement between the licensing authority and its authorized agents may also state more specific requirements.

2. **Administrative Procedures**

For an efficient implementation of the Self-Certification Program, certain responsibilities must be shared between the licensing authority and the authorized agents.

(a) **Responsibilities of the Jurisdiction**

Broadly, the jurisdiction must undertake to:

- inform authorized agents of the program for professional driver trainees;
- detail what will be the share of responsibility resting with each party;
- detail the length and terms of the agreement, the grounds for revocation, the frequency of and procedures for evaluation and monitoring of the agent during the period of the agreement, and the rules governing test confidentiality;
- detail the criteria for renewal of the agreement;
- develop the terms of agreement;
- develop or approve theoretical and practical tests for assessing professional driver trainees;
- develop or approve the professional driver training program.

(b) **Responsibilities of the Authorized Agent**

Broadly, the authorized agent must undertake to:

- respect the terms of the agreement concerning his role in the training and assessment of professional driver trainees;
- facilitate his own evaluation and monitoring by the licensing authority during the period of the agreement;
- advise the licensing authority of any change occurring during the period of the agreement (turnover of staff, breaks in the training program, etc.);
- provide the licensing authority with any information required under the terms of the agreement;
- ensure the confidentiality of the tests used in the assessment of professional driver trainees.

3. Support to Authorized Agents

As a support measure for authorized agents and to ensure the quality of instruction offered during the training period, the licensing authority, in addition to developing or approving the theoretical and practical tests as well as the training program, may:

- monitor the professional credentials of the instructors/assessors employed by authorized agents and ensure that their driving record qualifies them for this position;
- set the test format to be followed for assessment of professional driver trainees;
- set the requirements to be met by the instructors employed by authorized agents in their training and/or assessing functions;
- comment, if necessary, on the teaching methods used.