

SCHEDULE 1A – Beginner Driver Education

1.0 Project Description

Northern College is seeking qualified Proponents to provide and deliver, Ministry approved driver's education training. The successful Proponent would be required to provide both in-class and in-vehicle, for the Northern Training Division a sub division of Northern College, located at 4715 Highway 101 East, Timmins, ON.

2.0 Scope of Work Overview

2.1 Services to be provided by the College.

The College shall be responsible for the following,

- a) Establish dates for training with Proponent with cancelation terms, (negotiated)
- b) Market and promote the motorcycle program
- c) Register students
- d) Respond to general inquiries
- e) Investigate student issues
- f) Maintain all records in accordance with MTO Standards
- g) Liaise with MTO and successful Proponent for audit purposes
- h) Provide the Proponent with a comprehensive class list of students requiring in class instruction (list to contain: name, and contact phone number, on first day of class)
- i) Provide forms required to effectively track students in-class & in-vehicle training
- j) Provide classroom for in-class
- k) Provide access to driving Simulator
- l) Receive payment from students including in class, driving and missed class fees.
- m) Provide cell phone w/ email (BDE@northern.on.ca) to successful Proponent for business use
- n) Provide roof sign for vehicle
- o) Provide coordinator contact or designate for support
- p) Provide welcome package to students at registration and on first day of class
- q) Communicate regularly with Proponent, including but not limited to informing Proponent of all student issues immediately

2.2 Services to be provided by the Proponent.

The successful Proponent shall provide Beginner Driver Education training at the Premises, and be responsible for the following,

- a) Provide curriculum (Ministry approved)
- b) Provide vehicles for in-vehicle training
- c) Provide certified instructors to teach:
 - scheduled in-class (20 hours)
 - in-vehicle training (10 hours)
 - Maintain a schedule of driving lessons
 - Verify each student has a valid G1 on their person, prior to delivery of any driving lessons
 - Ensure the training is completed before the anniversary deadline.
 - Notify College (assigned coordinator) via e-mail when students have missed in class and/or in-vehicle classes.
- d) Provide separate final grades for each student in-class & in-vehicle upon completion
- e) Provide current proof of insurance with 6D policy coverage and a minimum of 2 million legal liability
- f) Participate in audit process

- g) Return all student files to the College upon completion, or expiry of student (1 yr.) and/or termination of contract within two (2) business days.
 - Note: In the event the student is completed and will expire (1 yr.) on a known holiday (stat) or weekend, documents must be returned on the business day prior to the holiday or weekend.
- h) Communicate regularly with assigned coordinator, including but not limited to
 - Informing the College of all student incidents and/or harassment issues within 24 hours of incident
 - In an emergency, call and e-mail immediately.
 - When vehicle is off road due to maintenance or repairs
- i) Communicate with students using designated phone

2.3 Vehicles

The successful Proponent shall provide safe, clean, smoke free certified vehicles and be responsible for the following,

- a) Provide copy of Safety Standard's Certificate annually to the Client.
- b) Provide Drive Clean Certificates for all vehicles
- c) Provide proof of ownership
- d) Vehicles are to be available for inspection upon notification of MTO audit or upon request, which may include annually.

2.4 Education & Training

The Proponent shall be knowledgeable of and adhere to the Ministry of Transportation (MTO) policies and abide by the provision of all legislative enactments, by-laws, and regulations with regard to health and safety in the Province of Ontario. The Proponent must comply with the requirements of the Revised Regulations of Ontario, Regulation 860, the *Occupational Health and Safety Act* as amended. The Proponent will supply to the College copies of

- a) Instructors' & back-ups licences and copies of driver licence cards,
- b) Provide drivers' abstracts for all instructors
- c) Certification of WHMIS annually, and complete AODA training

Note: Only instructors on file with Northern College may teach in-class and/or in vehicle training.

2.5 Invoicing

The Proponent will issue their invoice to Northern College

- a) In-class: After day one of in-class delivery
- b) In-vehicle: bi-weekly as driving lessons are delivered.
- c) Missed driving lesson fees.
- d) Or as otherwise agreed

Invoice to include: student name, date, & time completed in-vehicle
Ensure include location of pick-up in addition to the standard requirements.

3.0 Historical Data

- No Course have been offered since 2018
- October 2016 – September 2017
- 12 Courses
- 150 Students

4.0 Partnership

Northern College is committed to pursuing partnerships and entrepreneurial opportunities to better serve our communities as well as to using our resources responsibly and ethically. Therefore, it is

expected that all employees and contractors of Northern College are ambassadors of community and college development and support the development of the college across northern Ontario through teamwork.

5.0 No Guarantee of Volume of Work

The College makes no guarantees of the value or volume of work that may be assigned to successful Proponent.