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## Oilfield Driver Awareness Instructor Application Guide

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### Pre-requisites

The following prerequisites are the minimum requirements to obtain entry into the Energy Safety Canada Oilfield Driver Awareness Certified Instructor training program.

1. A minimum of three (3) years verified oilfield off-highway driving experience (light or heavy vehicles).
2. An Alberta Class 5 (or equivalent) Operator's License which meets the attached violation matrix.
3. For Alberta (AB) licensed applicants, obtain from AB Transportation an AB Driving Instructor License (ADIL).
  - 3.1. Applicants should read the AB *Driver Training and Driver Examination Regulation* AR 316/2002 ([http://www.qp.alberta.ca/documents/Regs/2002\\_316.pdf](http://www.qp.alberta.ca/documents/Regs/2002_316.pdf)) prior to application.
  - 3.2. Review the following eligibility instructions from AB Transportation <https://www.alberta.ca/become-a-licensed-driving-instructor-how-to-apply.aspx>
  - 3.3. Complete the attached *Driving Instructor License Application* (Form DPLS0045)
  - 3.4. Applicants will not be authorized to instruct until Energy Safety Canada has a copy of their ADIL.
4. For British Columbia (BC) licensed applicants, obtain from ICBC an Instructor License (BCDIL)
  - 4.1. Applicants should read Division 27 of the *Motor Vehicle Act Regulations* (<http://www.bclaws.ca/>) and the ICBC instructor licensing requirements (<https://www.dtcbc.com/driving-instructors/default.asp>) prior to application.
  - 4.2. Applicants who intend to offer ESC driver training to a person or organization who will offer ESC driver courses to the paying public will not be authorized to instruct until ESC has a copy of their BC Driver Instructor License (BCDIL).
5. Once the steps below are completed, ESC will issue a letter to the candidate to be submitted with your AB Transportation application for validation.



## Oilfield Driving Experience

1. Oilfield driving experience includes driving for significant amounts of time in off-highway (unpaved) environments, on types of roads that are prevalent where upstream oil and gas activities such as exploration, production and servicing occur.
2. While combined equivalent driving experience may be considered by Energy Safety Canada, driving experience must include oilfield operation and may be combined with military, agriculture, forestry, heavy construction, mining, or regulatory enforcement.

## Application Process

1. Successfully complete the applicable oilfield driver course, with a minimum of 90% grade,
2. Complete and submit an "[Energy Safety Canada General Instructor Application Form](#)"
3. Submit an up-to-date resume, including reference names and contact information (mandatory).
4. Complete and submit the course specific "[Energy Safety Canada Oilfield Driver Awareness Program Instructor Application Form](#)". This will be downloaded by the sponsoring Authorized Training Provider.
5. Submit a current (within 30 days) copy of your 5-year Commercial Driving Record (abstract).
  - 5.1. An applicant that has any suspensions, violations or convictions within the 3 years prior to submission of the application may have their application reviewed by the Oilfield Driver Certification Committee (ODCC). In such instances, it is recommended applicants submit a 10-year driving record.
6. Once Energy Safety Canada approves your application, you must successfully complete a pre-entrance exam and achieve a minimum 90% pass mark.
  - 6.1. The pre-entrance exam is scheduled by ESC's Training Department at least four (4) weeks prior to the desired Instructional Skills Development (ISD) session.
  - 6.2. Study references are contained in Appendix A of this document.
7. Upon failing the pre-entrance examination, applicants are allowed one re-write after a 30-day waiting period (re-write fees will apply).
  - 7.1. A second failure requires a waiting period of one year and a new application.
8. Successfully complete Energy Safety Canada's Instructional Skills Development (ISD).
  - 8.1. Instructor orientation of the Program Standards occur on day 4
  - 8.2. Sign and submit the Instructor Code of Ethics
  - 8.3. Certified instructors applying for driver instructor certification are not required to attend the ISD again (e.g. current H2S Alive instructors) but must successfully complete all other elements of the application process.
9. Complete a minimum of 2 co-teach sessions with an approved ESC co-teach evaluator.



10. Successfully complete a full course evaluation by a Certified ESC Instructor Evaluator. Applicants may be invoiced for the cost of the evaluation.
11. Sign the Energy Safety Canada Certified Instructor Agreement.
12. Furnish Energy Safety Canada with copy of applicable provincial instructor certificate(s)
13. The successful candidate will be certified as an *Energy Safety Canada Oilfield Driver Awareness Instructor*

### **Expectations of Certified Instructors and Authorized Training Providers**

In addition to the above, instructors must be aware of the requirements to deliver training for Authorized Training Providers (ATP's). Instructors are responsible for classroom delivery while ATP's are responsible for course administration, enrollment, materials ordering and submission.

Both a certified instructor and ATP must be included in the delivery of training. Both have significant administrative requirements that must be addressed prior to training.

More information on the ATP application process can be found here

<http://www.energysafetycanada.com/training/instructorsproviders/external-training-providers.cfm>

### **Maintenance of Certification**

1. Instruct the minimum number of required courses
2. In the 4<sup>th</sup> quarter of each calendar year, submit a copy of your current commercial drivers' abstract (within 30 days) and operator's license to [training@energysafetycanada.com](mailto:training@energysafetycanada.com)
  - 2.1. Instructors are obligated to notify Energy Safety Canada immediately should these credentials expire, be revoked or suspended.
3. Submit a copy of your provincial instructor license (as applicable by jurisdiction) in the 4<sup>th</sup> quarter of each calendar year
4. Access and use the Energy Safety Canada instructor portal to:
  - 4.1. maintain instructor profile information.
  - 4.2. review and acknowledge all required program standards and information bulletins.
  - 4.3. review and sign required codes of ethics and instructor agreements.



## APPENDIX A - Pre-entrance Exam Study References

To prepare for the Oilfield Driver Certified Instructor pre-entry examination candidates should have knowledge of the following:

### 1.1 Oilfield Driver Awareness:

1. ODA Student Manual
2. Alberta Driver's Guide to Operation, Safety and Licensing (Cars and Light Trucks)  
<http://www.transportation.alberta.ca/531.htm>
3. BC OH&S Regulation 23.22  
<http://www2.worksafebc.com/publications/OHSRegulation/Home.asp>
4. BC OH&S Regulation 16.4  
<http://www2.worksafebc.com/publications/OHSRegulation/Home.asp>
5. Workers Guide to Hand Signals for Directing Vehicles  
<http://www.Energy Safety Canada.ca/resources/detail/75/workers-guide-to-hand-signals-for-directing-vehicles>
6. Dominion Land Survey  
[https://en.wikipedia.org/wiki/Dominion\\_Land\\_Survey](https://en.wikipedia.org/wiki/Dominion_Land_Survey)

## APPENDIX B – Driver Violation and Conviction Risk Matrix

### DRIVER VIOLATION & CONVICTION RISK MATRIX

	Any conviction: AB – w/2 demerits BC – w/2 demerits SK – w/1 demerit NSC – Requires Attention	Any conviction: AB – w/3 demerits BC – w/3 demerits SK – w/3 demerits NSC – Out of Service	Any conviction: AB – w/ 4 or more demerits BC – w/≥6 demerits SK – w/4 demerits
1-2 convictions, collisions or NSC violations in 2 year period			
3-4 convictions, collisions or NSC violations in 5 year period			
5 or more convictions, collisions or NSC violations in 5 year period			
Any Criminal Code conviction, or, provincial suspension related to applicable legislation			

	Current Instructor	New Applicant
	Warning letter from Energy Safety Canada Program Manager	Proceed to next step in application
	ODCC – Consider short term suspension	Refer to ODCC
	ODCC – Consider long term or permanent suspension	Decline application

ODCC – Oilfield Driver Certification Committee

Collisions include near miss incidents and all collisions that occur in company vehicles and/or on company business. Convictions and violations include all information on individual driving record, on or off the job.