

 <p>Policies and Procedures</p>	Number: 1402	Title: International Student Training Rules		
	Last Revision:	(NEW)		
	Effective:	July 12, 2017	Next Review:	July 12, 2019

Policy:

Mountain Transport Institute Ltd., has set rules in place for international driver's to abide by when in training. These rules are in place to make the training process run smoothly.

Scope:

This policy applies to all international students training at MTI.

Principles:

While training at MTI, Please follow these rules:

- Please ensure that all communication devices (cell phones, tablets, etc.) are turned off during instructional sessions in the classroom and especially in the truck.
- Please bring a lunch with you to class each day, as there is not enough time to purchase one during the lunch break. MTI has a fridge and microwaves that you may use, as well as snack and drink vending machines.
- Ensure that you attend all of your training and arrive on time for all of your training. All of your classroom, yard and truck training time has been scheduled prior to your arrival. You are allowed to miss a period of instruction to attend your doctors appointment. Ensure that your instructor knows that you have an appointment that you need to attend.
- All instruction provided to you during your training is solely for your benefit so please listen and follow all directions. Do not interrupt the instructor when he is teaching, as this disrupts other students as well.
- If you do not understand something or are struggling with your training, please speak with the instructor about this.
- If you are given an MTI vehicle to use during your stay in Castlegar, it is to be driven to and from MTI, RHC insurance office, the government office in Trail, doctor appointments and to and from the grocery store. Vehicles must not be used for travel to another town or for personal pleasure.
- We are a scent free institution, so please refrain from wearing cologne / perfume / aftershave.

- At all times when at MTI, please speak Canadian English.
- Ensure that you bring all paperwork (including all ICBC forms) to the front office as requested by the instructors and administrative staff.
- Please do not loiter in the front office as this is a place of business and our staff are very busy. There is a common room in the student area for you to spend your time studying. Otherwise you may request to practice pretrip on a truck if one is available at that time.