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Taylor Pro College Ltd (Nova Scotia)

Professional Driver Training

Policies



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Admissions Policy

February 7, 2024

The purpose of this policy is to ensure student meet the minimum requirements for success in the program as well as meet industry and ministry standards.

Entrance Requirements

- A personal interview with a college administrator is required prior to acceptance.
- Minimum 19 years of age (Canada) / 21 years of age (USA)
- Minimum Grade 8 education
- Pass THRSC Essential Skills pre-screening
- Applicants must submit copies of the following prior to admission*:
 - Successful Driver's Vision test (see page 11 of the Professional Driver's Manual)
 - Valid Nova Scotia drivers' license (Cannot have an "N")
 - Air Brakes Condition 3
 - Original 5-year Drivers Abstract (dated within 4 months of start date)
 - Original Criminal Record Check (dated within 3 months of start date)
 - Original Current Approved Class 01 Drivers medical report (dated within 4 months of start date)
 - Letter of Intent from Employer (internship placement)
 - Verification of Internship Partner
 - Completed Application Form indicating how you plan to pay your tuition costs on the application form.
 - Certify that you have read AND RECEIVED a copy of Taylor Pro Colleges Ltd. policies, any updates and inserts and the enrolment and registration agreement.

In the event a student fails to meet the minimum entrance requirements, neither the institution nor the student can waive the entrance requirements. In such cases students will be dismissed following the procedures of the dismissal policy.

Prior Learning Assessment

To maintain consistency in our graduates, Taylor Pro College Ltd. does not recognize prior learning. As such, no exemptions will be made to reduce the hours of our programs under any circumstances.



Attendance Policy

February 7, 2024

Pursuant to section 38 of the Private Career Colleges Operational Regulations

Regular attendance is required by all students to acquire the knowledge and skills necessary to complete the training program successfully.

Students must:

- Per Clause 22(a) of the *Occupational Health and Safety Act*: All students must attend and satisfactorily complete the Occupational Health and Safety Training including a student evaluation.
- Attend a minimum of 90% of the program to graduate.
- A student who misses 10% of their program hours will conclude in immediate dismissal (per PCC regulations) unless medical documentation is provided by the student.
- Absenteeism for more than 2 days for medical reasons must be accompanied by medical documentation to be considered for an exemption.
- Regular instructional hours will be 8 hours per day / 40 hours per week and may include Sunday to Saturday 6am to 9pm.

EXCEPTIONS TO THE REGULAR INSTRUCTIONAL HOURS WILL BE REQUIRED FOR THE FOLLOWING:

1. First Aid / CPR (8 Hour) Course will be scheduled on a Saturday by a 3rd party provider.
2. NIGHT DRIVING: 2 hours will be scheduled for each student "after dark" behind-the-wheel training. This may require early morning or late night training or split shifts.
3. VEHICLE BREAKDOWN: Practical / Observation training may require re-scheduling if a replacement vehicle is unavailable. Re-scheduling will require either weekend training or an additional 2 hours added to another training day resulting in a ten hour day.
4. WEATHER / SAFETY CANCELLATIONS:

If training has commenced for the day: Replace Practical / Observation lessons with Theory. Practical / Observation will be re-scheduled in 2 hour increments* within later Theory hours.
Prior to the start of the training day: Practical / Observation re-scheduling will usually take place on a weekend or will be completed in 2 hour increments and may *require an extension of up to a 10 hour training day.*

Any theory re-scheduling will be completed in 2 hour increments and may *require an extension of up to a 10 hour training day.*

- Students are expected to be onsite, ready to start training at their scheduled time.

Note: More specific standards for attendance must be adhered to, when required, by third parties or attendees' funding provider.



Bullying and Harassment Policy

Pursuant to section 35 of the Private Career Colleges Operational Regulations

Taylor Pro College Ltd. is committed to providing a respectful workplace and safe learning environment for everyone. We expect and insist that these values are always maintained by all students and staff.

OUR GOAL...

To create a diverse and inclusive institution that is free of harassment and violence where all people are treated with dignity, respect, and fairness.

To strengthen our commitment that keeping all students and employees safe and ensuring that harassment and violence is not tolerated, condoned, or ignored within the college or any of its training sites or vehicles.

If you see or experience any form of bullying or harassment, please advise the Campus Manager immediately.

DEFINITION OF TERMS

Harassment:

Is the improper conduct by an individual, that is directed at and offensive to another individual... and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat.

Discrimination:

Is an action or a decision that treats a person or a group badly for reasons such as their race, age, sexual orientation, or disability. These reasons, also called grounds, are protected under the Canadian Human Rights Act.

Complainant:

The party who makes the complaint in a legal action or proceeding

Hostile Work or Learning Environment:

A negative, hostile, or unpleasant workplace due to comments or conduct that tend to be demeaning [that may] result from a serious and single event, remark, or action.

Process

An individual may make a complaint through the Colleges Complaint Resolution Policy process. Dismissal decisions will follow the processes of the Dismissal Policy.



Complaint Resolution Policy

Pursuant to section 37 of the Private Career Colleges Operational Regulations

Individuals should try to resolve any issues informally. If a more formal approach becomes necessary, the following procedures shall be implemented:

Step One: The individual should try to resolve the issue directly with the other party.

If no resolution is forthcoming, proceed to step 2.

Step Two Submit complaint in writing to the Campus Manager, currently Deborah Ruppel, who will request submissions from all parties involved, including witnesses; investigate and set up a meeting within 48 hours. The Campus Manager will provide a written decision to all parties within 72 hours.

If no resolution is forthcoming, proceed to step 3.

Step Three Complaint, and previous documents will be submitted to the Campus Director, currently Dean Clark, for review and repeat the process in step 2. The Campus Director will provide a written decision to all parties within 72 hours.

If no resolution is forthcoming, proceed to step 4.

Step Four The dispute may be the substance of a complaint made to the Director of the Private Career Colleges Division, under the Act and its Regulations.



Dismissal Policy

February 7, 2024

Pursuant to section 38 of the Private Career Colleges Operational Regulations

Students are required to always conduct themselves in a “Professional and Acceptable manner” during instruction and class time”. Students must follow instructions from instructors at all times.

The Dismissal policy applies when:

- A student misses 10% of their program hours will conclude in immediate dismissal (per PCC regulations) and the Taylor Pro College Admission and Attendance Policies.
- A student behaves in a manner that is obstructive or disruptive to other students and staff in a way that impedes the instructional process.
- A decision of dismissal is the result of a student’s failure to comply with other Taylor Pro College policies and where a review of action deems a dismissal is warranted.

The Dismissal policy also applies in the event of:

- Forgery, alteration or misuse of the institution’s documents, records, or identification, or knowingly furnishing false information to the institute.
- Theft of or non-accidental damage to the Institution’s property
- Engaging in lewd, indecent, or obscene behaviour on or in Institutional property.
- Abusive behaviour towards other students or members of the Institute’s staff.
- Soliciting or assisting another to commit any act that would subject another student to expulsion, suspension, or probation pursuant to this section.
- Failure to comply with Taylor Pro policies may also result in a dismissal.

Process

Upon decision to dismiss a student, Taylor Pro College Ltd. will provide the student with a written notice of dismissal including the reason for the dismissal and the effective date and time of the dismissal. The letter will also address any conditions attached to the program approval, the student contract and College policies, rules, and regulations as part of the dismissal correspondence.



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Drug and Alcohol Policy

Date February 7, 2024

There is zero tolerance for being under the influence of alcohol or narcotics at any time during training. This includes hangovers.

The sale of, or known possession of, dangerous and/or restricted dangerous and / or illegal drugs or narcotics on the training site will result in immediate dismissal with no refund.



Grading Policy

February 7, 2024

Taylor Pro College Ltd has a grading system including:

- % grades and their relevant letter grade for courses which have multiple assessments.
- P (Pass) and F (Fail) for courses that require clear pass or fail grading
- S (Successful) and U (Unsuccessful) for behavioral evaluations
- Other grades that express the students our course status.

A+	90 – 100%
A	85 – 89%
A-	80 – 84%
B+	76 – 79%
B	72 – 75%
B-	68 – 71%
C+	65 – 67%
C	60 – 64%
C-	55 – 59%
D	50 – 54%
F	0 – 49%
P	Pass
F	Fail
S	Satisfactory
U	Unsatisfactory

ATT	Attendance Satisfactory
DNC	Did not Complete
CR	Credit Transfer
EX	Exempt (due to prior learning)
W	Withdrawn
OF	Unofficial Withdrawal
INC	Incomplete
DEF	Deferral Approved
DNR	Did not Register
DEF	Deferral Approved
DNR	Did not Register
DEF	Deferral Approved
DNR	Did not Register
DNR	Did not Register
DNR	Did not Register

Graduation Requirements

- Driver training students must successfully complete all theory and practical courses (except the Internship) prior to attempting their road test.
- **PASSING A CLASS ONE ROAD TEST DOES NOT GUARANTEE PASSING THIS PROGRAM**
- Students must successfully pass the 8 week program and their road test and a drug test prior to starting their internship course.

Failures

Students who are unsuccessful on a theory module exam will be given the opportunity to re-write the exam at no cost. Students who fail the second exam will be deferred to retake the module on the next available space.

Students who fail to reach acceptable levels in a practical course within the given hours may require additional training prior to being granted access to the tractor-trailer for use on their Nova Scotia Class One Road Test. Additional fees will apply.



Privacy and Distribution Policy

Pursuant to section 59 and 60 of the Private Career Colleges Operational Regulations

No information about any student shall be shared by Taylor Pro College Ltd. or its employees with any persons, unless required by law. Pursuant to the Private Career Colleges Occupational Regulations, sharing will be required by the following:

1. Taylor Pro College Ltd. Administration and Instructors ONLY for documentation necessary in the provision of training.
2. Trucking Human Resources Safety Council for compliance with necessary PCC Regulations.
3. Funders –Documentation of students’ training progress and attendance to fulfill funding obligations.
4. Third Party Contractors – (Internship or Courses) - Minimum information required to identify students for registration in training provided.
5. Nova Scotia Department of Labour & Advanced Education Private Career Colleges Division to maintain regulatory requirements of the colleges’ licensing.
6. Canada Revenue Agency for income tax purposes.

Upon written request, Taylor Pro College will provide the student with a copy of their student file at a cost of \$1.00 per page. This file will be available within three business days.



Risk Assessment Policy

Pursuant to section 36 of the Private Career Colleges Operational Regulations

This policy refers to assessing risks of outside sites. The definition of “outside site” is any training site where programming is scheduled outside of the Taylor Pro College campus location. This will include any course, activities, or work placements (internships) as schedule or required by Taylor Pro College as a requirement of the student’s program of study.

This policy ensures that the following requirements are met with respect to a student attending or studying at an “outside site” organized by Taylor Pro College during their program of study.

- a) An instructor, member of the personnel, operator, or agent of the college must inspect the outside site before sending the student to the outside site or be in attendance with the student while the student is at the outside site.
- b) A written risk assessment must be made of the outside site, including any college-organized travel to or from the outside site and the student activities proposed to take place at the outside site.
- c) A copy of the written risk assessment under clause (b) and any risk management requirements must be provided to the student before the student attends the outside site.
- d) The student must sign an acknowledgment on the copy of the written risk assessment provided under clause (c) and the copy must be kept in the student’s student file.
- e) When college personnel are not present, students will be advised of the name and contact information of their designated contact at the site.
- f) The student will receive an orientation for health and safety requirements at any outside site upon arrival at the outside site.



Tuition Fee Policy

Pursuant to section 34 of the Private Career Colleges Operational Regulations

For the purposes of this policy, “tuition” includes payment for instruction and any other cost not otherwise excluded from the refund by these regulations.

1. Except as otherwise provided in the Act, or these regulations, neither of the following is refundable:
 - a. Student application fee
 - b. Student registration fee
2. A tuition refund is subject to the following conditions:
 - a. The student registration fee credited to the student’s tuition fee under subsection 51(2), must be deducted from the refund.
 - b. The college may deduct from the refund non-recoverable fees already paid by the college on behalf of the student.
 - c. The college may deduct from the refund the cost of any program material provided to the student, in an amount not exceeding the cost to the college of the material.
3. Clause 4(c) does not apply to a refund payable to a student who returns all the program material to the college unopened or as issued no later than five (5) business days after their end of enrolment.
4. For a student whose end of enrolment occurs before the program begins, the college must refund to the student or third-party sponsor all tuition paid.
5. Unless otherwise provided in the Act or these regulations, for a student whose end of enrolment occurs after the program begins but before the program ends, the college must refund tuition to the student or third-party sponsor in accordance with the following:

Under 12 Weeks

- a) Completion of 0% to 50% of the program = Refund 50% of the total tuition (less application fee)
- b) Completion of 50% to 100% of the program = No refund

12 Weeks and Over

- a) Completion of 0% to 25% of the program = Refund of any tuition paid for the 2nd, 3rd or 4th quarter.
- b) Completion of 25% to 50% of the program = Refund of any tuition paid for the 3rd or 4th quarter.
- c) Completion of 50% to 75% of the program = Refund of any tuition paid for the 4th quarter.
- d) Completion of greater than 75% of the program = No refund.



Tuition Refund Policy Cont'd.

Pursuant to section 34 of the Private Career Colleges Operational Regulations

6. A tuition refund referred to in subsection (7) must be calculated in accordance with all of the following:
 - a) The total tuition amount for the program will be divided by the number of hours in the program as approved, and the amount of paid tuition must be calculated beginning with the first hour of the program as delivered and then counting forward.
 - b) The number of hours of the program as delivered will be counted as the program or module hours delivered according to the attendance register for the program as at the end of enrolment, not the number of hours the student attended.
 - c) The number of hours of the program as delivered will include all of the following:
 - i. the theoretical, practical, and experiential instruction approved for the program,
 - ii. any allotted time included in the program for lab work or additional training such as on -the-job-training, skills training, or experiential learning, as specified in the program approval.
 - d) Any rounding of the number of hours of the program as delivered must favor the student or third-party sponsor.
7. A college, at the operator's discretion, may refund tuition in an amount higher than the amount calculated under subsections (7) and (8).
8. No later than 30 days after the end of enrolment of a student to whom a tuition refund is payable, the refund must be paid, and a copy of the calculation made under these regulations provided to the student.

A disagreement between the college and student with respect to the calculation of a tuition refund must be referred to the Director [of the Private Career Colleges Division] for a final decision.



Tuition Fees

Tuition Fees	\$10,750.00
Registration Fees	\$200.00

Tuition Fees - Other

Other Fees are subject to vendor change and not included in Tuition Fees

First Visit to Access Nova Scotia	
Driver's Abstract	\$18.65
Air Brakes Knowledge Test	\$15.15
Class 1 Knowledge Test	\$15.15
Road Test Receipt	\$53.00
Prior to Enrollment	
THRSC Screening	\$120.00
Driver's Medical (Dr. Sets Price)	\$40 - \$100
Driver's Vision Test (Dr. Sets Price)	\$90 (+/-)
Criminal Record Check	\$50 - \$75.00
Passport (for Internship with US destinations)	\$120 - \$160
Textbooks – e-copy = N/C / Printed Copy =	\$300.00
Fuel Surcharge	\$400.00
After Successful Road Test at Access Nova Scotia	
Upgrade License to Class 1	\$11.90
Updated Drivers Abstract	\$18.65
Student Purchased Personal Equipment *	
High Visibility Coveralls (not to be worn in cab)	
Work Gloves (not to be worn in cab)	
Safety Glasses	
Flashlight	
Soft-soled footwear for instruction	
Steel toed footwear may be required for Internship	
Appropriate Outerwear for weather (rain, wind, and snow)	

To maintain office cleanliness, students must leave all PPE (with the exception of masks) in their personal vehicle.



Declaration – Taylor Pro College Ltd

1. I hereby certify that, prior to signing this contract, the student applicant has been provided with:
 - a) an outline of the content of the program.
 - b) a breakdown of the duration of the program by module
 - c) the length of hours in each program module
 - d) the content of each program module
 - e) the method of instruction and evaluation to be used for each program module
 - f) a program cost breakdown that separately indicates: the tuition fee, the total cost of instructional materials, textbooks, and equipment, as well as any other fees associated with the program
 - g) the payment schedule for tuition and all other related fees established by the college
 - h) a copy of each of the following college policies as set out in the Private Career College Operational Regulations:
 - i. the tuition refund policy
 - ii. the student complaint resolution policy
 - iii. the attendance and dismissal policy
 - iv. the risk assessment policy
 - v. the bullying and harassment policy
 - vi. the privacy and distribution policy
 - i) a copy of any additional rules, regulations, or policies of the college
 - j) an explanation of available options for recognition of prior learning, transfer credits, equivalencies, competency evaluations or other full or partial program or module exemptions. (See Admission Policy)
 - k) a statement of employment statistics and labour market information relating to the program, including:
 - i. graduate employment rates, if available
 - ii. the entry-level pay that a graduate of the program may expect to earn
 - iii. any information reasonably required by the Director to be disclosed
2. The student applicant has been advised of, and meets, the prerequisites for admission to the program
3. The student contract has been fully explained to the student applicant and the student applicant has acknowledged full understanding of all terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
4. I understand that the Minister of Advanced Education will undertake periodic audits of private career college files to ensure that all student contracts meet the requirements of the Act and Regulations.
5. I understand this contract is subject to the Private Career Colleges Act and its Regulations.
6. A certificate or diploma will be issued by the college no later than 30 days after the student has successfully completed the program and met all the conditions of the contract.

College Official Name: _____

College Official Signature: _____ Date: _____



Declaration – Student Applicant

1. I hereby certify that, prior to signing this contract, I have been provided with:
 - a) an outline of the content of the program.
 - b) a breakdown of the duration of the program by module
 - c) the length of hours in each program module
 - d) the content of each program module
 - e) the method of instruction and evaluation to be used for each program module
 - f) a program cost breakdown that separately indicates: the tuition fee, the total cost of instructional materials, textbooks, and equipment, as well as any other fees associated with the program
 - g) the payment schedule for tuition and all other related fees established by the college
 - h) a copy of each of the following college policies as set out in the Private Career College Operational Regulations:
 - i. the tuition refund policy
 - ii. the student complaint resolution policy
 - iii. the attendance and dismissal policy
 - iv. the risk assessment policy
 - v. the bullying and harassment policy
 - vi. the privacy and distribution policy
 - i) a copy of any additional rules, regulations, or policies of the college
 - j) an explanation of available options for recognition of prior learning, transfer credits, equivalencies, competency evaluations or other full or partial program or module exemptions. (See Admission Policy)
 - k) a statement of employment statistics and labour market information relating to the program, including:
 - i. graduate employment rates, if available
 - ii. the entry-level pay that a graduate of the program may expect to earn
 - iii. any information reasonably required by the Director to be disclosed
2. I fully understand and agree to the terms, conditions, policies, rules, and regulations of the College which are described in the body of this contract or as an attachment annexed to this contract.
3. I understand that I must disclose any conditions or factors that may adversely affect my ability to fully participate or succeed in the program.
4. I understand that by signing this contract I have not been guaranteed employment upon completion of the program requirements.
5. I understand this contract is subject to the Private Career Colleges Act and its Regulations.
6. I understand that assistance in the form of a personal loan may be available, and it is my responsibility to repay the loan as determined by the lender.

Student Name Printed: _____ Student Signature: _____

Date: _____



Laptop Loaner Terms & Acceptable Use Policy

This agreement is entered into between Taylor Pro College Ltd and any student assigned a Taylor Pro College Ltd laptop.

The student named below has received the following equipment:

- Laptop and Power Cord number: TPC Asset # _____ Value: _____

The student named below agrees:

1. The equipment is in good working order at the initiation of the agreement period. If the student resigns from their scheduled course, or when their program of studies is complete, all equipment must be returned to Taylor Pro College Ltd.
2. To be always responsible for this equipment; and will take reasonable precautions to secure the laptop in such a manner that it will not be subject to theft or damage.
3. To report loss, theft, or damage to this laptop to Taylor Pro College Ltd. immediately on incident.
4. Take responsibility for any loss, theft or damage that occurs outside of Taylor Pro College Ltd locations by
 - a. Making a police report in the event of loss, theft or damage that occurs outside of Taylor Pro College Ltd location.
 - b. Report damage or repair needs to Taylor Pro College Ltd immediately.
5. Students may elect to provide a police report indicating the cause of the loss, theft, or damage to the laptop to Taylor Pro College Ltd. If a police report is not provided, then the student is liable for the full replacement value of the laptop as specified on page two (2) of this agreement.

I, _____ have read and agree to abide by the Taylor Pro College Ltd. Laptop Loaner Agreement.

Student Name Printed: _____

Student Signature: _____

Date: _____

College Employee Witness: _____

Witness Signature: _____

Date: _____



Laptop Loan and Acceptable Use Agreement

To be completed by the student:

Please initial, sign and date below:

- _____ I understand that this laptop must be secured at all times.
- _____ I understand that I am responsible for maintaining the confidentiality of any data accessed on this laptop.
- _____ I will return this equipment to the Campus Manager or their designate as a result of my change of status.
- _____ I understand that this laptop will be my primary computer for use by me in my classroom or assigned work area.
- _____ I agree that I am accountable for the property listed above, and that I must exercise reasonable care in its safekeeping. The equipment is owned by Taylor Pro College.
- _____ I will not use the equipment for personal use.
- _____ I agree that loss, theft, or damage to this laptop will be immediately reported to Taylor Pro College Inc.
- _____ Unless I provide a police report for the loss, theft or damage that occurs outside of Taylor Pro College Inc; I agree to promptly provide payment for the full replacement value of the laptop to Taylor Pro College Inc.
- _____ I understand the full replacement value of the laptop is \$1,000.00.

I _____ have read and agree to abide by the Taylor Pro College Ltd. Acceptable Use Policy and Laptop Loaner Agreement.

Student Name Printed: _____ Student Signature: _____

College Employee Witness: _____ Witness Signature: _____

Date: _____ Date: _____

To be completed by Taylor Pro College Ltd. Services Department

Computer Model: _____ Asset Tag #: _____

Computer Serial #: _____

A hard copy of this form must be filed at the school site and in the student's file.