



MANITOBA TRUCKING ASSOCIATION

EMPLOYER GUIDE

**ROAD TO SUCCESS:
CLASS 1 TRAINING PILOT PROGRAM**

www.trucking.mb.ca



INTRODUCTION

Road to Success: Class 1 Training Pilot Program is designed to meet the growing demand for skilled, reliable drivers by training Class 1 professionals to national occupational standards.

This guide marks your first step in connecting with committed, job-ready drivers who can propel your business forward. Through comprehensive training, students will learn essential skills, from safe driving techniques and trip planning to cargo handling, customer service, and vehicle maintenance. They'll also gain an understanding of laws, regulations, and industry standards.

With a strong focus on professionalism, the program assesses each candidate's readiness for a career in the trucking industry.

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ABOUT THE PROGRAM

THE ROAD TO SUCCESS:

Class 1 Training Pilot Program is supported by private funding from The Northpine Foundation and will strive to provide training for 90 individuals over two years (2025 – 2026).

The funding stipulates the individuals must:

1. Reside in the geographical location of Winnipeg
2. be either on Employment Income Assistance (EIA) or be considered low income and at risk of EIA. Half of the program participants will be from EIA, the other half will be low income and at risk.

The Northpine Foundation, with the Manitoba Trucking Association, provides tuition funding for this portion of the program to qualified candidates.

STAGE ONE: DRIVING SCHOOL INSTRUCTION

Candidates receive a minimum 244 hours of classroom, in-lab and in-cab instruction from an approved driving school, including:

- 80 hours of classroom instruction
- 40 hours of in-lab instruction – a minimum 20 hours of hands-on pre-trip inspection and air brake instruction and 20 hours observation
- 120 hours of in-cab instruction – a minimum 60 hours behind the wheel and 60 hours of observation

At this stage, the candidate will receive a Class 1 license, possess basic knowledge and will be able to perform under supervision.

STAGE TWO: ON-THE-JOB TRAINING

As a sponsor, your firm provides a minimum of 240 hours of one-on-one on-the-job training behind the wheel and paid employment during this stage.

At this stage, the candidate will be able to perform tasks competently and independently most of the time, but will require guidance.

STAGE 3: ON-THE-JOB MENTORING

Next, your firm provides the candidate with an approximate additional six months of mentoring and paid employment.

Once this component of the program is completed, the candidate receives a certificate presented at the 12 month mark.

The driver is now job-ready.

STAGE FOUR: EMPLOYMENT

By this time the candidate will have the skills to operate independently and the knowledge of your company to work productively.

THE ROLE OF YOUR COMPANY

As an employer sponsor, your company will provide on-the-job training, mentoring and employment to the candidate. In return, you get a professional driver who is trained to national occupational standards and trained to the specific needs of your firm.

ON-THE-JOB TRAINING

Your company must have a coach in place before the candidate is placed. Coaches are required to obtain training or demonstrate equivalency from a recognized coach training program (training is available through the Manitoba Trucking Association). Coaches are required to perform assessments of drivers. The coaching period is 240 hours in duration.

Coaches must meet the following criteria:

- Class 1 Driver's License, including Air Brake Endorsement, for a minimum of three years
- Not more than two (during past three years total) violations under the:
 - *Highway Traffic Act*
 - *National Safety Code*
 - *Transportation of Dangerous Goods regulations*
- No more than two reportable at-fault accidents in any North American jurisdiction during the past three years
- No unpardoned convictions under the Criminal Code of Canada for the past three years while driving or having care of a vehicle.
- [THRC Resources](#)

Good communication skills are required.

ON-THE-JOB MENTORING

After the on-the-job training period is completed, your company provides a mentor to the candidate for a period of six months. The mentor will assist in directing the candidate to the appropriate contact for assistance and be in active communication with the candidate on a regular basis. Communication may be in person, by phone, e-mail or in some cases in the truck. It is recommended that the mentor not be the candidate's fleet manager or dispatcher and have two or more years experience as a driver. Coaches make the best mentors. The mentor will address any training gaps during the mentoring period.

Mentors will be required to perform independent assessments of candidates using a standard report card.

At the end of the mentoring period (six months) a more detailed report will be filed.

EMPLOYMENT

Once the on-the-job training and mentoring periods are completed, the candidate is fully qualified to operate independently.

GETTING STARTED

Application for the Road to Success: Class 1 Training Pilot Program is an easy process.

Follow these three steps:



STEP 1:

CONTACT THE PROGRAM ADMINISTRATOR

Your company must be approved for the program before you can accept applications for sponsorship from interested candidates. Certain conditions and expectations must be met to be eligible. See page 6 for contact information.



STEP 2:

READ AND SIGN THE MEMORANDUM OF UNDERSTANDING

Upon approval, the Memorandum of Understanding will provide detailed information about your role in the program and the expectations of your company. Review, sign and return.



STEP 3:

BEGIN ACCEPTING APPLICATIONS FOR SPONSORSHIP

Once you have been approved, your company will be listed as a participating carrier and you can begin sponsoring candidates.

HOW TO SPONSOR CANDIDATES

1. CHOOSE THE RIGHT CANDIDATE

You know your recruitment needs best; you play an active role in selecting the candidate you wish to sponsor. This ensures you're investing in talent that aligns with your company's values and goals. MTA will assist in matching candidates with employers.

2. AGREE ON EMPLOYMENT TERMS

Before sponsoring, you and the candidate must come to an agreement on key employment terms, including pay rate* and working hours. The program requires a formal contract between your company and the candidate that includes details outlined in the Memorandum of Understanding, such as:

- Contract duration
- Job description and duties
- Work schedule
- Wages and deductions
- Notice of resignation or termination
- Carrier coaching and mentoring commitments

**Note: Compensation must comply with all federal and provincial regulations.*

3. PROVIDE A SPONSORSHIP LETTER

Once the terms are agreed upon, complete and sign the candidate's sponsorship letter confirming your commitment to support their on-the-job training, mentoring, and employment. The candidate will present this letter to the program administrator for final approval.

FOR MORE INFORMATION

For more information on the program go to www.trucking.mb.ca or contact:

Road to Success: Class 1 Training Pilot Program

Attention: MTA Program Administrator

25 Bunting Street

Winnipeg, MB R2X 2P5

Email: dtyszuk@trucking.mb.ca

Inside Winnipeg: 204 632-6600 • Outside Winnipeg (toll free): 1 866 820-1317 • Fax: 204 694-7134