

BC Professional (Truck) Driver Training Program

EMPLOYER APPLICATION CHECK LIST

Once you have decided that your company would like to act as a sponsor for the training program, follow these steps:

1. Complete section “B. Sponsor Information” on the ITA’s *Apprentice and Sponsor Registration Form* at this link: <http://www.itabc.ca/AssetFactory.aspx?did=208>. Here is a [sample form](#) with part B filled out.
2. Send the form via e-mail to Sharon Hansen, coordinator for the pilot project at the BC Trucking Association. To do this, with the form open online, click the Letter icon in the navigation bar on the upper left side and select Send Copy on the form that appears. In the To: field, enter shansen@bctrucking.com with the Subject line: Driver Training Pilot Project Employer Application.

2. Ms. Hansen will contact you to confirm the information in your application form and to arrange for an interview.

The interview is an opportunity for you to identify the type and number of driver trainees your company is willing to sponsor, to learn about your rights and responsibilities in the training process, and to ask any questions you may have.

3. Based on the information you provide, Ms. Hansen will give you a list of potential trainees who are available to interview.

The purpose of this interview is to find a suitable candidate for your company so that you are more likely to maintain a relationship through the Supervised Work Experience and Work-Based Learning components. You are encouraged to interview the trainee as though he or she is a potential employee.

4. Ms. Hansen will ask you to provide a list of recommended personnel to act as coach/assessors for your trainee(s). Ms. Hansen will give you details regarding training for coach/assessors, including dates and the location. For the pilot test, training is free.
5. Once you have agreed to sponsor one or more trainees, you will each complete a contract outlining your respective roles and responsibilities for the Supervised Work Experience and Work-Based Learning (if applicable).
6. Ms. Hansen will periodically contact you during the Supervised Work Experience and Work-Based Learning terms to check on trainee progress.

Details on the program components, trainee requirements and the employer’s role are included in the [Employer FAQs](#).

If you have any questions about the application process, contact Ms. Hansen at the BC Trucking Association by phone at 604-888-5319, ext. 218 or by e-mail at shansen@bctrucking.com.