



RRD Internal Training Program Information and Application Package

Thank you for your interest in the Resource Road Driver Internal Training Program (RRDIT).

The Program is a collaboration between BC Forest Safety Council (BCFSC) and its industry partners which provides materials that will assist companies in delivering industry leading resource road driver training to their employees while also developing internal training capacity and expertise within their operations.



The RRDIT program supports companies that meet the required pre-requisites, including adequately qualified internal trainer(s) who have the necessary knowledge, skills, and experience, to instruct and deliver the internal resource road driving course using BCFSC materials.

Part 1: RRDIT Qualification Requirements for Company Applicants:

RRDIT approval will be granted to Companies that can demonstrate the ability to consistently deliver training materials to the required standard. Companies must meet the following minimum criteria (see *Appendix A* for additional detail):

- Maintain SAFE Certification.
- Belong to at least one WorkSafeBC Classification Unit (CU) that contributes to BCFSC funding or, perform activities that support BCFSC members such as Field Work Services.
- Demonstrate sound business processes required to support training delivery requirements.
- If required; complete a three-day *Resource Road Driver Train-the-Trainer Course* and a one-day refresher training session every three years with an approved BCFSC franchise trainer for their designated internal trainer(s). See *Appendix D* for additional information.
- Agree to complete BCFSC Annual Training Program Quality Assurance (QA) Assessment visits, which involve a BCFSC employee attending an internal training course to observe and audit delivery of required program standards, and desired participant learning outcomes.
 - All documentation related to RRDIT courses is to be available for review during QA visits.
 - The QA must be coordinated with the BCFSC as required. Target is one visit annually (subject to Company training delivery schedule).

Note: An administration fee of \$500 will be payable to BCFSC for QA Assessments.

- Once approved, companies will be required to sign a *Memorandum of Understanding* which details conditions regarding the sharing and usage of BCFSC produced training materials (see *Appendix C*) and will then be considered an *Approved Internal Training Provider*.
- Please refer to Part 3 below for a detailed description of the application outcomes and training requirements.



Part 2: RRDIT Pre-requisite Requirements for Designated Internal trainer(s):

The following criteria will be evaluated for designated internal trainer(s) when reviewing eligibility of the company for participation in the program:

Training:

- Completion of the three-day *Resource Road Driver Train-the-Trainer Course*,
- Or**
- Completion of the online BCFSC Resource Road Driver Knowledge Unit (RRDKU), and prior completion of a two-day Resource Road Driver Training (RRDT) course delivered by an approved BCFSC franchise trainer.

Experience:

- Prior experience as a trainer/instructor (prior training may include experience as a company trainer), and
- Greater than 5 years operating on resource roads in British Columbia.

Note: A combination of other equivalent training and experience *may* be considered as meeting the above requirements.

Part 3: RRDIT Application Assessment & Approval Process

Interested companies are required to submit the Resource Road Driver Approved Internal Training Provider Application Form found in *Appendix B* to the BCFSC Transportation Safety (TS) team @ transport.admin@bcforestsafesafe.org.

The TS team will arrange a meeting to discuss the program requirements, and if deemed necessary, schedule an in-person or virtual assessment of the company's' operations. Applications will be evaluated based on the criteria described in Part 1 above as well as the information in *Appendix A*.

The company must demonstrate that they have the capacity required to ensure safe and effective delivery of RRDIT program materials (e.g. safe work procedures, business processes, employee training standards, etc.). They must also ensure that their internal trainer(s) are qualified, which includes meeting the minimum pre-requisite standards determined by the Council detailed in Part 2 above.

There are four potential application assessment outcomes. In some circumstances, designated internal trainer(s) will require additional training before applicant companies can be approved and granted access to BCFSC RRD program materials.

Outcome #1:

- The company demonstrates a comprehensive management system(s) capable of ensuring adequate delivery of BCFSC training program requirements.
- Designated internal trainer(s) have the knowledge, skills, and experience required to effectively deliver BCFSC training materials.
- The company demonstrates a clear understanding of the program requirements and expected outcomes.
- The company agrees to participate in the annual QA assessment process to ensure conformance with required training program standards.



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- Note: with successful completion of QA assessments, applicants are not required to complete the 3-day RRD Train-the-Trainer or 1-day refresher training (every 3 years).
- **Based on the application assessment, the company is approved to commence delivery of BCFSC RRDIT courses upon executing MOU agreement.**

Outcome #2:

- The company meets the qualifications required for immediate delivery of RRD course materials outlined in outcome #1 however voluntarily chooses to complete the three-day *Resource Road Driver Train-the-Trainer Course* for their designated internal trainer(s).
 - The company will be responsible for scheduling the *Train-the-Trainer Course* with the BCFSC franchise trainer at their own cost.
 - The company is not required to complete the *Train-the-Trainer Refresher Course* within the three-year period.
 - However, the company is required to complete annual QA Assessment visits.
- **Based on the application assessment, the company is approved to commence delivery of BCFSC RRDIT courses upon executing MOU agreement, and/or upon completion of the 3-day RRD Train-the-Trainer Course (at their choosing).**

Outcome #3:

- The company demonstrates sound fundamental business processes that support delivery of the required training material standards.
- However, the company's designated internal trainer(s) are lacking the knowledge, skills and/or experience required to ensure successful delivery of the RRDIT program.
 - The company is required to schedule a three-day *Train-the-Trainer Course* with an approved BCFSC franchise trainer for their designated internal trainer(s).
 - **After successful completion of the *Train-the-Trainer Course*, the company will be approved to commence delivery of BCFSC RRDIT courses.**
 - The company will be required to complete annual QA Assessment's in addition to a one-day *Train-the-Trainer Refresher Course* in year three of the agreement.

Outcome #4:

- The company lacks the required administrative support to ensure delivery of training material standards, and approval is denied.
 - Enhancements to current systems are required before access to BCFSC branded training materials can be granted.
 - BCFSC will work with the company to identify gaps and actions to take that will improve systems to meet requirements.
 - The company is encouraged to apply again once systems have been updated.

Part 4: Scope of Practice

Companies that are approved will be eligible to schedule and deliver Internal Resource Road Driver Training courses for participants that are the companies' employees.

Note: *Approved Internal Training Providers and their designated internal trainer(s) are not eligible to instruct courses outside of their own operations. Failure to comply may result in loss of the company's status as a BCFSC Approved Internal Training Provider, and termination of the MOU agreement.*



Part 5: Use of RRDIT Curriculum and Materials

RRDIT courses are administered by the Approved Internal Training Provider. Current digital versions of the Instructor Manual and a Record of Completion (ROC) template, which includes the BCFSC logo, will be provided to the Approved Training Provider once the Memorandum of Understanding has been executed.

Resource Road Driver curriculum and materials may not be changed or adjusted without the express, written consent of the BCFSC. If you have feedback on the curriculum, please forward to the BCFSC Transportation Safety team for consideration.

By using the materials, the Approved Training Provider, and their designated internal trainer(s) agree to adhere to all the program requirements as presented in the program materials and discussed during the application approval and assessment process. Failure to comply, may result in loss of the company's status as a BCFSC Approved Internal Training Provider.

RRDIT – Internal Course Completion

It is the responsibility of the internal trainer(s) to ensure that participants complete the BCFSC Resource Road Driver Knowledge Unit (RRDKU) online training prior to participation in the field training component. The BCFSC Learning Centre will generate an ROC for the RRDKU for each registered participant.

BCFSC does not issue ROC's for the field portion of internal training courses. Upon completion of both the online and the field training, the Approved Internal Training Provider may issue internal ROC's to participants.



Appendix A – RRDIT Application Review Form

Company Name: _____ Date: _____

Contact Name: _____ Phone#: _____

Email: _____ SAFE Co. #: _____

BCFSC staff will review this information as part of the RRDIT application process for approval as a Resource Road Driver Internal Training provider. Along with a general discussion of the company’s overall capacity to facilitate delivery of the program materials, experience level of identified internal trainers and program implementation plans, the following will be used to assist staff in determining if the application submission meets the requirements of the BCFSC RRDIT Memorandum of Understanding terms and conditions.

1.	The applicant company has reviewed the RRDIT Program Webpage and understands the program requirements, including; entering into a required Memorandum of Agreement detailing terms of use of BCFSC training material and RRD <i>Train-the-Trainer Course</i> requirements and costs (if required – OR – requested).	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
2.	The applicant company belongs to at least one classification unit that contributes to BCFSC funding, or performs activities that support BCFSC members, e.g. Field Work Services.	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
3.	The applicant company is SAFE Certified.	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



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4.	The applicant company has the administrative capacity and adequate business procedures to support the delivery of the RRD program. e.g., SWP's, SOP's, training program, inspection reports etc. (please describe below in comments).	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
5.	The applicant company's designated internal trainer(s) can adequately demonstrate their experience/credentials as instructors/trainers to successfully deliver RRDIT course materials. e.g., work history and previous experience, records of completion, certificates, third-party training courses etc. (please describe below in comments).	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
6.	The applicant company's equipment is in good working condition and appropriate for RRDIT training requirements. e.g., company vehicles and associated tools/equipment (please describe below in comments).	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Applicant Company Review and Assessment Results (please select appropriate outcome):		
Outcome #1	<p>Company demonstrates the capacity to consistently deliver RRDIT course materials to the required standards, and internal trainer(s) meet required pre-requisites:</p> <ul style="list-style-type: none"> ▪ Company is not required to complete RRD <i>Train-the-Trainer Course</i>, and ▪ <u>Company is approved to deliver RRDIT course materials at once.</u> 	<input type="checkbox"/>
Outcome #2	<p>Company demonstrates capacity required to consistently deliver RRDIT course materials to the required standards.</p> <ul style="list-style-type: none"> ▪ <u>Company has chosen to voluntarily complete RRD <i>Train-the-Trainer Course</i>.</u> ▪ <u>Interim approval to immediately deliver RRDIT course materials until requested TtT course is complete is granted.</u> 	<input type="checkbox"/>
Outcome #3	<p>Company demonstrates sound administrative and business processes required to support delivery of training course materials to required standards.</p> <ul style="list-style-type: none"> ▪ However, internal trainer(s) require additional training to ensure program materials are consistently delivered to required standards. ▪ Therefore, the internal trainer(s) are required to complete the RRD <i>Train-the-Trainer Course</i>, and <ul style="list-style-type: none"> ○ <u>Delivery of RRDIT courses is not permitted until course has been successfully completed.</u> 	<input type="checkbox"/>
Outcome #4	<p>Company demonstrates sound foundational knowledge of RRD requirements.</p> <ul style="list-style-type: none"> ▪ However, Company is currently lacking administrative and business process requirements to adequately support training program delivery, therefore: ▪ <u>The Company is not approved as a qualified RRDIT provider but is encouraged to reapply at a later date if desired.</u> 	<input type="checkbox"/>
BCFSC Program Manager Comments:		
BCFSC Program Manager Name:	Signature:	

If approved, forward completed forms to: Thompson@bcforestsafesafe.org so a Memorandum of Understanding can be prepared and executed.



Appendix B – RRDIT Approved Internal Training Provider Application Form

RRDIT INTERNAL TRAINING PROVIDER APPLICATION FORM

IMPORTANT: Please review the preceding information package that explains the RRDIT requirements prior to completing and submitting this application.

NOTE: To ensure accurate processing of the application, please ensure all information below is completed in full.

A. Company Information *(please complete fully and print clearly)*

<i>Legal Company Name:</i>	<i>Company Trade Name or "Operating As" Name:</i>
<i>Company Email Contact:</i>	<i>Company Phone No.:</i>
<i>SAFE Certification #:</i>	<i>WorkSafeBC Account No.:</i>
<i>Mailing Address (Street & PO Box if applicable):</i>	
<i>City/Town:</i>	<i>Province/Postal Code:</i>
<i>Primary contact Name:</i>	<i>Primary contact Cell Number:</i>
<i>Primary contact Email (if different than above):</i>	

B. Company Background Information *(complete fully and print clearly)*

Complete the information below, providing examples that demonstrate the company's capacity to deliver RRDIT training course materials to the required standard (e.g. administrative functions, operating system processes, software etc.). Please attach any supplemental information in a digital format (.docx, .pdf, etc.) if additional room is required. In addition, please include copies of any other information that may supplement the application such as: designations, training certifications, etc.



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Information	Description	For BCFSC Use Only
Briefly describe your company's interest in participating in the RRDIT Program.		
What experience does your company have that you feel qualifies you for access to this program?		
Please provide examples of your company's administration systems that supports RRDIT course delivery (i.e., key staff positions, management system processes, software, etc.).		



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<p>Do you currently provide any formal instructor training for your employees either in-house or using a third-party?</p> <p>If, yes, please provide additional details.</p>		
<p>Please describe your company's safety management system and training requirements for employees (attach examples if applicable).</p>		

- **Please attach company prospectus (if available).**
- **Please attach current CVs for designated internal trainer(s).**
- **Please include copies of relevant training completed previously (Records of Completion, certificates etc.).**

This form is to be completed and submitted directly to the BCFSC. Once all the requirements are confirmed and the BCFSC has approved the RRDIT application, you will receive an acceptance letter and a copy of the Approved Internal Training Provider Memorandum of Understanding.

Send completed form to the BC Forest Safety Council by either:

1. Email: transport.admin@bcforestsafe.org
2. Mail: Attention: Resource Road Driver Internal Training Provider Program
104-2666 Queensway, Prince George, BC V2L 1N2



Appendix C – Approved Internal Training Provider MOU Agreement Example

Memorandum of Understanding

Between

BC Forest Safety Council

8C-2220 Bowen Road

Nanaimo BC, V9S 1H9

and

[Approved Internal Training Provider Name]

[Approved Internal Training Provider Address]

This Memorandum of Understanding (MOU) sets the terms and understanding between the BC Forest Safety Council (BCFSC) and the [] (the Training Organization) to facilitate the sharing and usage of BCFSC produced training materials.

Background

BCFSC is a not-for-profit society dedicated to the health and safety of forest workers; as part of its workplan, BCFSC develops training materials to support worker safety. Training materials can include, but are not limited to electronic manuals, pictures, diagrams, assessments, various documents, printed materials and SCORM packages.

While there is a general direction to make training materials available to present and potential BC Forest Industry workers, there also is a need to recognize the historical and future development costs borne by the BC forest industry, as well as to ensure that approved training organizations always utilize current versions of training materials.

Many materials are available publicly on the BCFSC website. Decisions regarding sharing of other BCFSC training materials, along with any associated fees are made by the Director, Programs and Training, or designate.

Purpose

This MOU will outline the terms with which the Training Organization can use the BCFSC training material and will describe the responsibilities of both partners.

The above goals will be accomplished by undertaking the following activities:

- The Training Organization may use the **Resource Road Driver Training Program** materials in whole or by individual component module to support their internal resource road driver training program.
- The Training Organization may not modify the training materials without prior, express written consent from the BCFSC, except in the case of facilitating upload to the Training Organization's Learning Management System (LMS).
- The Training Organization will not use the BCFSC materials for financial gain.



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- The Training Organization will not share the material with other organizations not included in this MOU without prior express written consent from the BCFSC.
- The Training Organization will provide feedback on student and organizational experience to BCFSC for update to future training material.
- BCFSC will provide current versions of the training material to the Training Organization or their LMS contractor.
- BCFSC will inform the Training Organization when new versions are available and provide the Training Organization with updated copies of the training material.
- The Training Organization agrees to participate in BCFSC Quality Assurance (QA) Assessment visits.
 - The QA assessment visit target is once per year (subject to company course delivery schedule).
- [The Training Organization agrees to have their trainers successfully complete the Resource Road Driver Train-the-trainer Course (3 days) as well as a one-day refresher training course two years later.]

Monitoring

Both BCFSC and The Training Organization will monitor this agreement to ensure that it meets the needs of both organizations. The contact personnel regarding this MoU are:

Dorian Dereshkevich ddereshkevich@bcforestsafe.org and [Training Provider Contact Name]
[Training Provider Contact Email].

Funding

This MOU is not a commitment of funds from either organization. There is no fee for the Training Organization to access BCFSC Resource Road Driver training materials.

Note: A \$500 administration fee plus GST will be assessed for completing Quality Assurance assessments. The objective is to complete QA visits annually; however, this will be based on Applicant Companies RRD training program scheduling. .

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from BCFSC and The Training Organization. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials this MOU shall end on [insert date].



Authorized Signatures

<p>BC Forest Safety Council Richard King Director, Programs and Training 8C-2220 Bowen Road, Nanaimo BC V9S 1H9 250-739-5176 rking@bcforestsafe.org</p>	<p>_____ Signature: (Richard King, BC Forest Safety Council, Director of Program & Training)</p> <p>_____ Date:</p>
<p>[Training Provider Details]</p>	<p>_____ Signature:</p> <p>_____ Date:</p>



Appendix D – RRD Train-the-Trainer Course Outline

Basic Requirements:

- Vehicle(s)
 - Mechanically sound 4-wheel drive vehicle – may be shared to a maximum of three (3) participants.
 - Valid Autoplan insurance.
 - Valid breakdown coverage if desired.
 - A full tank of fuel (additional recommended).
- Equipment
 - Mechanically sound (incl. insurance & registration) trailer for the second and third day of the course.
 - Any recovery equipment that you use regularly or that your company owns.
 - Working & programmed vhf radios for each vehicle.
- Personal
 - Appropriate PPD (hardhat, visi-vest etc.).
 - Appropriate seasonal clothing (expect to be outside a lot).
 - Work gloves.
 - Personal refreshments & lunch.
 - Adequate water.
 - Backcountry toilet supplies.
 - Personal medications – if required.
 - Sunscreen.
 - Sunglasses.
 - Hat.
 - Note pad and pencil.
 - BCFSC Manual(s).

Course Content Details:

Instructors will lead participants through lessons and course content as defined by the BC Forest Safety Council each day. You can expect a combination of hands-on practical learning, group discussion and group exercises:

RRD Train-the-Trainer Course - Day 1

- Day one topics will include:
 - Course Introduction & program history.
 - Regulations related to light trucks.
 - Blind spots.
 - Pre-Trip Inspection.
 - Emergency maneuvers.
 - Vehicle dynamics & characteristics of light trucks.
 - Driving techniques for safe operation on resource roads.
 - Radio use and resource road procedures.
 - Driving strategies for deactivated roads.



RRD Train-the-Trainer Course - Day 2

- Day two topics will include:
 - Vehicle recovery.
 - Trailer towing.
 - Cargo securement.
 - Driving strategies for deactivated roads.

RRD Train-the-Trainer Course - Day 3

- Day three topics will include:
 - Peer presentations.
 - RRST & RRDT teaching tasks.
 - Evaluations.
 - Feedback.

Prerequisite Activities:

Throughout the duration of the course, participants will present training material topics to the class and instructors - this will be explained in further detail on day-one.

Be prepared to make a presentation to the class on day-two. Topics may include:

- A complete pre-trip inspection.
- Sight lines and seating positions.
- Up to four (4) definitions/participant (assigned by the instructor)
 - These can be found in the student and/or instructor manual glossary and Resource Road Knowledge Unit (RRKU) online materials.

IMPORTANT:

- **Please bring copies of ALL the Records of Completion (ROC) for courses numbered 2015 – Assessor; 2017 – Trainer; AND 2107 – Resource Road Driver Knowledge Unit to the training. These need to be presented to your in-field training instructor for verification (completion of both prior to the field training is mandatory).**
 - Note: Copies of the ROC's on your mobile device is acceptable.
- If you encounter any problems completing the both units prior to the in-field training, please contact the BCFSC training department ASAP.