



Fleet Safety ADVISORY

"Personal Responsibility is the Key"

Subject:	Commercial Driver Licence Renewals & Upgrades
From:	Steve Avery
Date:	January 29, 2025

Please be advised that effective December 24, 2024, the City's Commercial Vehicle Operator's Registration (CVOR) rating was downgraded from a Satisfactory to Conditional rating. Given that the Driver Certification Program (DCP) is attached to the CVOR, we have also been suspended in providing any licence upgrades and/or renewals until such time as we regain our Satisfactory CVOR rating. However, we will continue to offer you a refresher course prior to your license expiry.

To renew your license, follow the steps below. **Please note that the \$23.75 cost for the written test will be reimbursed by the City. Please submit a copy of the receipt to your supervisor, who will send to payroll. In addition, you will be reimbursed up to \$150.00 for medicals if your current job posting requires a commercial licence.**

Renewals

1. 90-days prior to your licence expiry, the MTO will send you a renewal form and the instructions for taking the online Air Brake Refresher Course.
2. Drivers must create an online account through the MTO's website.
<https://mto.bluedrop.io/storefront/airbrakeon>
3. From the MTO's website, pick your class of licence and watch a 30-minute video. Once completed, you will be provided with an air brake certificate to either print off or take a picture with your phone. A copy of the certificate must be shown at the DriveTest.
4. Take your renewal form to the DriveTest where you will write your knowledge tests (class A, B, C, D, etc.). You must pay the full amount of the renewal cost prior to writing your knowledge tests (\$90.00 for the 5-year licence and \$23.75 for the written tests). You will also be given an eye test and have your photo taken, if required.
5. Once you have completed and passed the knowledge tests, you will receive a 90-day temporary renewal and a new driver's licence photo card will be sent to you through the mail.
6. Remember, medicals are only required if you receive a separate MTO letter with the medical report. You will receive this 90-days prior to your medical expiry.

Upgrades

All DZ upgrades have been placed on hold until we regain our DCP Signing Authority.

If you ever require assistance with vehicle & equipment information or training, please don't hesitate to speak to your Supervisor or contact Steve Avery or Jason Prior, People Services – Fleet Safety & Compliance Tel: (519) 661-2489 Ext. 2692 or 4788.

