WOMEN BUILDING FUTURES®

Headquarters & Training Centre:
10326 107 Street Edmonton AB T5J 1K2
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780-452-1200
womenbuildingfutures.com

Professional Class 3 Driver FAQ's

1. What is WBF's mission statement?
   A training organization creating pathways to economic success for women; getting women ready for the trades and the trades ready for women. Read more, click here.

2. Who do you serve?
   Women who are unemployed or in unrewarding or low-paid work and want to transform their lives and build careers.

3. How long is the program?
   6+ weeks – You will spend the first 3 weeks training with WBF, and then you will continue your training separately with the in-truck training provider. The overall program length may be extended if you need to rewrite any tests, if driving sessions need to be rescheduled, or if the road test needs to be repeated. If there are no delays, you can expect to finish your training on time. To learn more, click here.

4. Are the programs full-time hours?
   The first three weeks of training are full-time hours with a mix of virtual and in-person, running Monday to Friday from 8:00 a.m. to 5:00 p.m. Some training days may run longer than scheduled, so applicants should be prepared to remain flexible. The final three weeks with the driving provider are part-time, with scheduled driving sessions typically lasting two to four hours.

5. How many driving hours do I get?
   Between 10-18 hours.

6. Do I have to have my own vehicle to take this training?
   You're not required to have a vehicle right now, but it's a great idea to start planning for one. Many employers are located in industrial areas where public transportation may be limited, especially early in the morning or later in the day. Having your own vehicle will open far more job opportunities and give you much more flexibility in your schedule.

7. Does it have to be a 5-year commercial abstract?
   Yes, everyone can request a commercial driver's abstract, even if they have never driven a commercial vehicle. The abstract includes both your personal and commercial driving history. If you have never operated a commercial vehicle, there should be no commercial driving infractions listed.

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8. Do I have to upgrade my GDL licence to a full Alberta Class 5?
   Yes, the paper from the registry you received in the mail will not suffice. You will have to upgrade your licence by a certain date while in the admission process with us. Applicants are responsible for the cost of the licence transfer. Your admissions advisor will communicate a date to have it removed.

9. What costs are associated with this program?
   During Admissions:
   - Applicants are responsible for obtaining a 5-year Commercial Driver's Abstract.
   - Applicants are also responsible for the cost of writing the Class 3 Knowledge Test.
   - With respect to the cost of obtaining a driver's abstract, Women Building Futures does not reimburse or refund this expense. A driver's abstract is a standard document that applicants are responsible for providing as part of the application process. Similarly, when applying for a professional driving position, employers typically require applicants to obtain and provide a current driver's abstract at their own expense, regardless of the outcome.

   Note: Please do not obtain your abstract or write the knowledge test until your Admissions Advisor instructs you to do so. For cost, please call your local registry.

   During Training:
   - Participants are responsible for paying the registry fees for their Air Brake (Q) endorsement and driver's licence update.

   Note: Due to varying training schedules, Women Building Futures is unable to complete these registry transactions on students' behalf. To support our tuition-free training model, our students will be reimbursed for these program-related fees.

10. What driving infractions may affect my eligibility for this program?
    When assessing eligibility for our professional driving programs, Women Building Futures reviews major driving infractions and patterns of repeated driving violations. Applicants with any of the following major infractions, or a history of repeated driving violations, may be ineligible for the program:

    - Distracted driving
    - Licence suspensions
    - Impaired driving – interlock systems
    - Dangerous, careless, or high-risk driving

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- Excessive or high-risk speeding
- Multiple convictions or demerit points
- Failure to remain at the scene of a collision
- Driving while unauthorized
- Serious traffic-control violations

Note: Your overall driving history is considered. For example, even if a major infraction is more than five years old, continued driving violations within the last five years may still affect eligibility. If you're unsure about your eligibility, speak with your Admissions Advisor. We are happy to discuss your driving history, but eligibility can only be confirmed after reviewing a current 5-year Commercial Driver's Abstract.

11. If I have a major driving infraction, how long do I need to wait before applying?
    Five years must have passed since the conviction date or licence reinstatement date. Eligibility is reviewed on a case-by-case basis.

12. Do I have to be drug-free?
    Yes, while cannabis has been legalized, the employers we may refer you to after completing training require a negative drug test. Safety is a top priority in the workplace, and using substances like marijuana can impair judgment and reaction time, potentially putting both your life and the lives of others at risk. It's important to consider making lifestyle adjustments during our recruitment process, as you will need to pass a drug, alcohol, and fitness test at a certain stage to ensure a safe working environment.

    Note: Some prescription medications, such as those used to treat ADHD, may show up as amphetamines on a drug test. This is not a problem as long as you can provide a valid prescription from your doctor. Always disclose any prescribed medications prior to the testing process to avoid misunderstandings.

13. Why do I have to be able to lift 50 pounds?
    As a Class 3 driver, you're often required to lift 50lbs because the job can involve physically demanding tasks, such as loading and unloading cargo, handling & operating equipment, securing loads, lifting hoses, chaining tires, and working in all weather conditions. Mud, snow and ice can build up, making things much heavier on the job. Being able to lift 50lbs ensures you're capable of safely managing these tasks without risking injury. It also helps you meet safety standards and handle emergencies, making you a more effective and reliable driver in the field.

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14. What does the 50lbs fitness test entail?

    The testing begins with an assessment by a certified physiotherapist, who will evaluate your mobility, strength, flexibility, and overall movement. You'll then complete activities that simulate real workplace tasks. This will include a three-minute warm-up on a staircase at a brisk pace, as well as movements such as lunges, and squats while carrying 50 lbs. in weight. Testing may occur within the first month of your admission process, now is a great time to start thinking about your physical fitness and incorporating regular exercise into your routine. Your admissions advisor will provide more detailed information when your occupational testing needs to be completed. For more details on the test, click here.

15. How much does the program cost?

    The training costs are free for candidates that meet all admission criteria and are selected for training.

16. Does WBF help with living costs?

    Cost-of-living is the responsibility of the student. Once you have been accepted into training, you and the advisor will have a conversation regarding your finances because everyone's financial situation is very different. WBF may be able to support through internal funding sources, this process is application-based, relying on an assessment, and undergoing an approval process.

    We will do our best to support with necessities but might not be able to cover some essential expenses because it is meant to support and is not income replacement. We're also looking primarily at folks who will be in a deficit with their expenses after considering all their sources of income. There are a few different ways to cover cost-of-living for example support from a partner, friend or family member, Alberta works, working a part-time job or savings.

17. Does the training include airbrakes and class 3 licence upgrade?

    Yes, students will need to pay out-of-pocket at the registry, however they will be reimbursed.

18. Does this training include the class 3 written knowledge test?

    No, you will need to complete the written knowledge test during the admission process. Please wait for your advisor to let you know when it’s time to complete it.

19. What does the Professional Class 3 training include?

    It includes safety certifications, WBF Best Practices, a financial toolkit, personal development, airbrakes training, hands-on driver training and practice time, class 3

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licence upgrade and 2 attempts at the class 3 road test (manual-transmission).

20. If I have some of the safety tickets already, do I have to do them in the training?
    Yes, our programs are designed for entry level candidates. You would have to participate in all components of our training.

21. What if I do not have a clean abstract?
    WBF may make exceptions for abstracts that show only minor issues, such as a speeding infraction. We strongly recommend obtaining a 5-year commercial driver's abstract so the advisor can fully review your record and offer guidance. All traffic fines must be paid in full before training begins.

22. Can I apply with an out-of-province driver's licence?
    Yes, you can apply. You will need to transfer your licence to Alberta during the admission process. Please complete this as soon as possible if you can, your advisor will provide a due date for when it must be done.

23. How do you choose the applicants for the training?
    Our class selection process is based on several criteria, each candidate's profile is reviewed during what we call class selection, where a representative from the appropriate WBF department contributes to the final choice. Our teams ensure that those selected are fully prepared and committed to succeeding in the program and in future employment opportunities. Each department contributes to a well-rounded and informed decision by reviewing applicants based on several key criteria, including:

    - Communication skills, attitude, and professionalism
    - Quality and completeness of the career investigation report
    - Completion of all required documents and assessments
    - Ability to accept and apply feedback
    - Successful results on drug, alcohol, and fitness testing
    - Meeting all "ready, willing, and able" expectations
    - Completion of any action plans set by your advisor
    - Holding a valid Alberta Class 5 driver's license
    - Having a reliable vehicle or a practical transportation plan

24. If my earned employment referral leads to a job opportunity, how long am I required to remain employed with that company?
    The more time you invest in developing your skills with one employer, the stronger your work history, reputation and future opportunities will be. We strongly

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recommend committing to a minimum of six months with your employer. This timeframe allows you to build a solid reputation, gain consistent hands-on experience, become comfortable working in various areas, and learn how to perform successfully in all weather conditions throughout all four seasons.

25. Will WBF get us a job after training?

Once you complete a program with WBF, your individual support does not end. WBF's Alumni & Career Services expects that you are ready to be employed in industry at the end of program. An ***Earned Referral*** is where the Alumni & Career Services department bridges alumni to industry with a front of the line recruitment experience. This is based on your employment readiness and if you are in good standing at the end of program. If WBF determines that you are employment ready, with your permission, your Alumni Advisor will send your resume over to our values aligned partners who have public posting available for entry level workers. WBF has connections with the recruitment teams of our values aligned partners. Your resume will be sent to their recruitment team to heighten the chance of your resume being reviewed, instead of being lost in the 100s of applications that come through online to the partner's posting. It is important to remember our services supplement your job search, and you are still responsible for applying to opportunities. We encourage you to attend any networking and employment events leading up to graduation and beyond. In addition to this, WBFs Alumni & Career Services team will work together to connect you with employment options and industry contacts after the program. To learn more about alumni support, click here.

26. Do I have to find employment right after I graduate?

We do more than provide training. Our goal is to prepare you for employment once the program ends. Participants should be ready and committed to actively seeking employment after completing their training.

27. Can WBF Alumni apply to this program?

There is specific criteria that alumni must meet in order to be considered for additional training through the Alumni and Career Services department. We recommend connecting with their department to discuss the options available. They will ask a few questions to better understand your situation and determine the best way to support you. CareerServices@womenbuildingfutures.com

Please contact our Admissions team if you require more info. **Main line: 780-452-1200 or Toll free: 1-866-452-1201**