

**DOCUMENTS TO SUBMIT TO THE AQTr TO MAINTAIN  
YOUR DRIVING SCHOOL CERTIFICATE OF RECOGNITION**

The Association québécoise des transports (AQTr) must, due to its mandate, check driving schools to determine if they comply with the *Detailed Requirements*. One of the inspections can be made by school coordinators by examining the documents part of the driving school files.

According to the article 2.26, "the driving school must meet the eligibility requirements for recognition at all times while the application for recognition is being assessed **and after having obtained recognition**". In order to ensure the compliance with the *Detailed Requirements*, the AQTr may abide by the article 4.86 and require any document from a driving school in order to check their compliance.

**Reminder of the documents which must to be sent to the Service de l'administration des écoles:**

Documents to send to the *coordonnatrice aux formations (training coordinator)*, by email or fax according to the procedure described below:

A color copy of the driver's license	<b>when submitting a recognition request / when enrolling an in-car or in-class RSEP instructor in a training</b>
Training officer driving record at the SAAQ	<b>when submitting a recognition request / when enrolling an in-car or in-class RSEP instructor in a training</b>

Documents to send to your *school coordinator*, by email or fax as often as mentioned in the chart below:

<b>Documents</b>	<b>How often?</b>
Bond renewal	Once or twice a year, according to circumstance
Liability insurance renewal	Once or twice a year, according to circumstance
Vehicule insurance	Once or twice a year, according to circumstance
Vehicules registration documents	Once a year
Lease renewal, rental agreement, tax assessment	Once a year or when renewing, according to circumstance
List of instructors	Every quarter (i.e. January 15, April 15, July 15 and October 15)
List of vehicles	Whenever it changes
Students lists and lists of attestations	Every quarter (i.e. January 15, April 15, July 15 and October 15)
Used attestations (pink copies or white, if electronic attestations)	Every quarter (i.e. January 15, April 15, July 15 and October 15)