

ONTARIO

1. The Ministry of Transportation of Ontario (MTO) and DND / CAF have established guidelines for the licence class equivalency of the Ontario licence based on DND credentials to assist retired and active Canadian Armed Forces members to transition to civilian employment and career opportunities. MTO will recognize Class A, C, D, F, G and Z endorsement equivalent DND 404 licences for retired or current military members who are Ontario residents only. In order to be eligible for licence equivalency, current and retired service members must have held a DND 404 for at least two years. CAF / retired members, who have not held a DND 404 for at least two years are not eligible for licence equivalency. Members are not required to hold individual vehicle qualifications for two years or more to apply for the equivalent provincial driver's licence class.

2. MTO has outlined the application process for members under the following four categories:

- a. Current Military members;
- b. Retired Military members;
- c. Current or Retired military members who hold a civilian driver's licence from another jurisdiction; and
- d. Current or Retired military members who have never held a civilian driver's licence.

DOCUMENTATION

3. MTO requires the military member to produce the following supporting documentation to qualify for an Ontario civilian driver's licence:

- a. DND Driver Proficiency Record including member's name and date of birth, DND 404 licence number, licence classes and air brake endorsement (if applicable), restrictions, licence effective and expiry dates, licence status (not revoked, or suspended) and provincial driver's licence number (if applicable);
- b. Driver Qualification Letter (Application). Letter must be signed by approved personnel whose names have been submitted in writing to MTO;

- c. Letter to the MTO's Deputy Registrar of Motor Vehicles signed by the Transportation Authority (named in writing to MTO); and
- d. A full MTO medical report form SR-LC-80 form signed and dated within six months by a physician/specialist or nurse practitioner. This form may be obtained from any Ontario DriveTest Centre or ServiceOntario College Park (Toronto).

CURRENT MILITARY MEMBERS

- 4. The process for currently serving military members is as follows:
 - a. The member must be an Ontario resident and comply with Ontario proof of identity requirements;
 - b. Proceed to the local Road and Vehicle Safety Section to obtain documentation as outlined in para 3 a-c;
 - c. Be prepared to present a full Ontario Class G driver's licence (if applicable) or an equivalent licence issued by another jurisdiction (if applicable);
 - d. Present your DND 404 licence. Individual vehicle qualifications are eligible for licence equivalency provided that they are no more than three years out of date;
 - e. Driver Qualification Letter (Application) must be signed within six months of the date you apply for licence or for licence equivalency; and
 - f. Present all required documentation (including medical report) to a DriveTest Centre or ServiceOntario College Park (Toronto) for a new licence. If approved, a temporary licence will be issued at the time of application provided that identification, medical and vision standards are met, and all applicable licensing fees are paid. The permanent licence will be sent to the member's mailing address in approximately four to six weeks.

RETIRED MILITARY MEMBERS (RETIRED WITHIN THREE YEARS OF APPLICATION)

5. In order to be eligible for licence equivalency, the member must be retired within three years from the date of application. All applications must include confirmation that the member's 404 and qualifications were not suspended or revoked at the time of DND 404 surrender, and identify the official date of release from the CAF. The process for equivalency is the same as para 4 (minus para 4c), as long as the requisite timelines are honoured. Vehicle qualifications are eligible for licence equivalency provided that they are no more than three years out of date at the time of application.

CURRENT / RETIRED MILITARY MEMBERS WHO HOLD A CIVILIAN DRIVER'S LICENCE FROM ANOTHER JURISDICTION

6. If the retired or currently serving member holds a minimum full Class G equivalent driver's licence from another jurisdiction, the member must transfer to an Ontario licence prior to equivalency. This transfer is a separate process to licence equivalency but will be affected at the same time. The process for transfer and equivalency is as follows:

- a. The member must be an Ontario resident and comply with Ontario proof of identity requirements;
- b. If the member's licence was issued in another jurisdiction, the Licence must be exchanged to the Ontario equivalent;
- c. Members whose provincial / territorial licence is suspended or revoked will not be eligible for licence equivalency; and
- d. The Ontario driver's licence may then be given equivalency to a Class A, C, D, or F licence with Air Brake endorsement (if applicable) IAW para 4 as per qualifications on the DND 404.

CURRENT OR RETIRED MILITARY MEMBERS WHO HAVE NEVER HELD A CIVILIAN DRIVER'S LICENCE

7. In limited circumstances, military members who do not have a civilian PDL, may obtain a DND 404 by virtue of completion of professional driver training, the LFC Driver Wheeled or the Basic Driver Training Course. If the retired or currently serving military member has never held a Civilian Driver's Licence, they may still apply for equivalency IAW with the following:

- a. The member must be an Ontario resident and comply with Ontario's proof of identity requirements;
- b. Members who have held a DND 404 for two years or more will be eligible for a full Class G licence and Graduated Driver Licence requirements will not apply; and
- c. The Ontario driver's licence may then be given equivalency to a Class A, C, D, or F licence with Air Brake endorsement (if applicable) IAW para 4 as per qualifications on the DND 404.

ONTARIO CIVILIAN CLASS / DND 404 QUALIFICATION EQUIVALENCIES

8. The Ontario Licence Equivalency Table outlines the vehicle types available for Ontario Licence equivalency and their Equivalent Civilian Class. Equivalencies have been determined in coordination with MTO and are determined by gross weight, curb weight, cylinders, axles, passenger capacity and Air Brake Status.
9. Questions on this procedure may be directed to D Tn 2-5 National Road and Vehicle Safety.