

## RCSU (PAC) – DND 404 – DRIVER’S LICENSE PROCESS / B11 INFORMATION

1. In order to obtain a DND 404, the member must have a valid service number, be in possession of an unrestricted Class 5 provincial license and have an active Distance Learning Account (DLN).

2. **DND 404 Endorsement** – Once the documentation has been processed members are only qualified A1 and B1 (staff car and rental equivalent). If you intend on driving a cube van (up to a 3 ton cube van), you are required to have your B11 qualification which does require a road test by a qualified trainer examiner and a 1066 CF road test form that is separate from the SDC course. Contact your local Road and Vehicle Safety section to arrange to be tested.

2. **New DND 404** – There are several steps involved in acquiring a DND 404 for the first time.

- a. *Step 1 – Safe Driving Course.* Self-register and complete the Safe Driving Course (SDC) hosted on the DLN. You can find the course under [SJS Canadian Armed Forces \(CAF\) Safe Driving Course](#) in the search function. Once the course has been completed, print the certificate of completion. Effective Oct 2018, the SDC shall have no expiry date as there is no longer a requirement to recertify every five years. This is a one-time course.
- b. *Step 2 – Obtain BC Driver’s Licence Abstract.* This can be obtained by calling ICBC at 250-978-8300 or following this link: <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx> to receive a copy via email. Driver’s abstract must have an issued date within seven days of submission to J4 Movements.
- c. *Step 3 – Photo of Provincial Driver’s Licence - BCDL.* Take a photo or scan of the front and back of your BCDL.
- d. *Step 4 – Submission and Verification.* Submit the SDC certificate of completion, driver’s abstract, front/back of your BCDL to the J4 Movements Section at [RCSUPTransportation@forces.gc.ca](mailto:RCSUPTransportation@forces.gc.ca) for processing.
- e. *Step 5 – BC Supplemental Test.* Members are required to complete a BC Supplemental Test (BC Supp) which is based on the BC Learner’s guide for drivers. This guide is available from any insurance agency or it can be viewed online. Once you have submitted the above paperwork to J4 Movements, they will send you the BC Supp test. Once the test has been completed, send it to J4 Movements and they will send your completed 404 package to the respective Road & Vehicle Safety (R&VS) Section for processing.
- f. *Step 6 – Permanent DND 404.* Once your application has been approved, you will receive a temporary 404 which will be valid for four months. You will need to get your photo and signature taken at one of the following Road and Vehicle Safety sections. Members are to wear the dress of the day for their picture. If your temporary 404 permit expires prior to arranging for your photo, please contact the

J4 Movements Section at [RCSUPTransportation@forces.gc.ca](mailto:RCSUPTransportation@forces.gc.ca) to receive a new temporary 404 permit.

- North Vancouver Island (north of Nanoose). Processed at 19 Wing Comox, Monday to Friday. No appointments are necessary in the morning. In the afternoon, appointments can be made by contacting 250-890-6983.
- South Vancouver Island (south of Nanaimo). Processed at CFB Esquimalt, during the following drop in times:

Monday & Wednesday	0930-1200 hrs / 1300-1500 hrs
Tuesday & Thursday	0800-1200 hrs / 1300-1500 hrs
Friday	0930-1200 hrs

For more information, contact 250-363-0922.

- Lower Mainland. Processed at 39 Service Battalion Transport Section located at the Sherman Armoury, 5500 No 4 Richmond, during the following times:

Monday to Friday	0900-1130 hrs / 1300-1500 hrs
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For more information, contact 604-238-2340 Ext 2364.

- All other areas in Pacific Region. For members in other areas, contact RCSU (Pac) Movements Section to coordinate how to acquire a permanent 404.

3. **Renewal of DND 404** - Your current DND 404 will expire when/if:

- a. Your provincial driver's license expires.
- b. Your temporary or permanent DND 404 expires. DND 404's previously were set to expire after 5 years. IAW CANFORGEN 217/18, a member's DND 404 will have a 10 year expiry date so all newly issued or renewed DND driver's licences will be valid for 10 years.
- c. Your DND 404 coursing expires. The Defensive Driving Course (DDC) has been phased out and replaced with the Safe Driving Course (SDC) through the DLN. IAW CANFORGEN 217/18 the SDC no longer expires, however, if you have not previously taken the SDC when your DND 404 expires, you will be required to complete the course. Please note the Safe Backing Course is now included in the SDC.

If you believe that your DND 404 will be expiring due to any of the above, please contact the J4 Movements Section at [RCSUPTransportation@forces.gc.ca](mailto:RCSUPTransportation@forces.gc.ca) and we will inform you what is required to renew your DND 404.

Updated: 16 Jan 2020