



## Workplace Internship Agreement

Dear Sir/Madam:

The Centre de formation du transport routier Saint-Jérôme provides training for truck drivers, bus drivers and heavy vehicle mechanics. This training includes workplace internships in industry.

Students seek your participation in order to have opportunities to perform a practical internship in your workplace. Obtaining an internship is conditional upon their successful completion of prerequisite skills training prior to the internship.

The necessary documentation (supervision terms and conditions, certificate of insurance, etc.) is available on the website at <https://cftr.ca/employeurs/>.

With respect to occupational safety and health, the CFTR provides general training on risk situations related to the occupation. Throughout the training, the CFTR teaches students how to recognize risks and provides them with coaching to help them develop safe practices. For its part, a company that accepts a workplace internship student identifies specific risks in their workplace, informs students of the risks and monitors the risks by issuing a reminder to the student at the start of the internship.

I hope that you will agree to take this internship student to enable them to complete their training.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Patrick Blanchette', is located below the 'Yours sincerely,' text.

Patrick Blanchette  
Director

**The internship must be authorized by the CFTR. You will receive an email from the responsible instructor confirming that authorization is granted to begin the internship.**



## **RESPONSIBILITIES OF EACH PARTY INVOLVED IN THE INTERNSHIP**

### **TRAINING INSTITUTION**

- Select and approve the workplace where the student will perform an internship, based primarily on previous experiences with the organisations under consideration;
- Define the instructional objectives of the internship;
- Draft the internship agreement in collaboration with the management of the workplace offering the internship, where applicable;
- Send the internship agreement to the student along with all documents necessary for a successful internship;
- Comply with terms and conditions set out in the internship agreement;
- Inform management of the workplace providing the internship of its regulations and applicable policies for internship activities, particularly its institutional policy on sexual violence and its policy on intellectual property;
- Intervene appropriately in problem or conflict situations. Define characteristics of internship activities and procedures for evaluating them, and ensure that they are fully understood by the internship student and persons involved in the workplace offering the internship;
- Ensure the quality of the internship in terms of the student's training objectives as part of his/her program of studies;
- Provide accompaniment for the internship student and for their supervisor in the workplace throughout the internship activities;
- Inform the training institution of any problem or conflict situation so that appropriate action can be taken;
- Evaluate progress made by the student in learning and achieving the training objectives of the internship in collaboration with the internship supervisor designated by management of the workplace offering the internship;
- Follow up with the student throughout their internship and upon completion of the internship, and write up a report on the student's internship experience.

### **WORKPLACE**

- Acknowledge their participatory role in the students' experiential learning and ensure that ongoing coaching and supervision is provided by an instructor in the same vehicle as the student;
- Provide internship projects in which the descriptions of planned tasks and responsibilities are consistent with the instructional objectives of the study programs concerned;
- Participate in the development of internship procedures, particularly those related to supervision in the workplace offering the internship;



- Inform internship students of health and safety regulations and rules of conduct in force in their organization and ensure compliance with them;
- Become familiar with the internship agreement and other internship-related documents provided by the training institution and comply with their terms and conditions;
- Become familiar with regulations and policies established by the training institution and ensure compliance with the terms and conditions applying to the internship activities and with the internship start and end dates stipulated in this internship agreement;
- Provide a safe and healthy environment conducive to student learning and skills development;
- Cooperate with the training institution in problem or conflict situations;
- The company undertakes to provide adequate and structured supervision and will provide the internship student with information on *risks specific to the firm's type of transportation* as well as information about its workplace upon the internship student's arrival.

## STUDENT

- Become familiar with and ensure own understanding of the instructional objectives of the internship as defined by the training institution;
- Become familiar with and ensure own understanding of the internship agreement and of the other internship-related documents provided by the training institution and comply with their terms and conditions;
- Perform tasks prescribed in the internship agreement in the internship workplace;
- Comply with the code of conduct applicable to own future occupation;
- Obey health and safety regulations and internship workplace rules of conduct;
- Carry out all follow-up required with own training institution and with own internship workplace;
- Produce and submit deliverables stipulated in the internship agreement within the allotted time frames;
- Report any problem situation promptly to own training institution;
- The student undertakes to obey the company's rules and regulations currently in effect. The student will enter his/her hours worked on the company's time sheets, will behave appropriately, and will promptly inform his/her internship supervisor of any problems that arise. The same code of conduct applies to both the training centre and the company. Activities carried out during the internship must be instructional and the student is responsible for his/her own internship. The student also undertakes to fill out questionnaires provided by his/her instructor responsible for internships and to participate upon his/her return from the internship, scheduled on the final date of this agreement.



## Internship Agreement

Give it to the student once completed so that he can forward it to his internship supervisor.

INTERNSHIP INFORMATION		
Internship student's name:		Group no
Planned dates of the internship:	From:	
	To:	
Name of the responsible teacher at the CFTR:		
Email of the responsible teacher at the		

COMPANY INFORMATION (INTERNSHIP WORKPLACE)			
Company name:			NIR:
Address:			
Phone no.:		Phone ext.:	
Name of company's internship supervisor:			
Email of company's internship supervisor:			

APPLICABLE INSURANCE COVERAGE LIMIT AND CNESST
<p>The centre de services scolaire [school service centre] has civil liability insurance to cover damages to vehicles not owned by the centre de services scolaire (Endorsement Q.E.F. 27 "Civil Liability for Damage to Non-Owned Automobiles") that are used for the purposes of road transportation internships, <u>but only when the internship student is not paid, is under the supervision of a designated coach and the internship is performed in the province of Quebec</u>. Under these same conditions, the centre de services scolaire provides insurance coverage for internship students for claims that come under the jurisdiction of the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) [commission on workplace standards, fairness, health and safety].</p>



## COMPANY'S FORMAL UNDERTAKINGS (INTERNSHIP PERFORMED OUTSIDE QUEBEC)

For any portion of a road transportation internship performed outside the province of Quebec, the company undertakes to never have the internship student drive a vehicle nor require the internship student to participate, directly or indirectly, in any decision or activity associated with the performance of an internship outside Quebec. At most, the internship student will be a passenger in the vehicle and only an observer.

A company accepting an internship student whose road transportation internship is performed outside the province of Quebec releases the centre de services scolaire [school services centre] and the internship student from any liability with respect to any claim or any damage of any kind, including physical damage to the vehicle and its equipment and parts, caused by their internship performed outside Quebec. The company also undertakes to stand up for the centre de services scolaire and the internship student with respect to any legal action, investigation or judicial or quasi-judicial proceeding, as well as compensate them for any sum of money that they could be ordered to pay pursuant to a final judgment or to pay in connection with a settlement related to the performance of an internship outside Quebec.

The company declines to bring legal action against the centre de services scolaire and the internship student with respect to any event related directly or indirectly to the internship performed by the internship student outside Quebec.

**Any failure by the company to fulfil the above-mentioned undertakings will result in an automatic suspension of the internship student's road transportation internship and the end of the legal relationship with the centre de services scolaire for the entire period that the undertakings remain unfulfilled.**

### Company's authorized representative:

\_\_\_\_\_  
(Name in block letters)

\_\_\_\_\_  
(Signature)

### Student of CFTR:

\_\_\_\_\_  
(Name in block letters)

\_\_\_\_\_  
(Signature)

### Member of CFTR administration:

Patrick Blanchette, directeur

\_\_\_\_\_  
(Name in block letters)

\_\_\_\_\_  
(Signature)