

Mirabel,

To the representative authorized by the company

Subject: Workplace Integration Internship

Madam

Sir

Le Centre de formation du transport routier de Saint-Jérôme offers training in truck transportation, heavy road vehicle mechanics and bus transportation. As part of these trainings, our students must complete a practical internship to integrate into the workplace. This internship is a crucial step, allowing them to put into practice the skills they have acquired and to familiarize themselves with the realities of the environment.

In the following pages, you will find a detailed description of the obligations and responsibilities of the internship site. We hope that you will consider the possibility of welcoming our student and thus contributing to the obtaining of his diploma of vocational studies.

We thank you in advance for your consideration of this request and remain at your disposal for any further information.

Please accept, Madam, Sir, the expression of our distinguished greetings.



Patrick Blanchette
Director



LIMIT OF INSURANCE COVERAGE AND CNESST

The school service centre takes out civil liability insurance for damage to vehicles that do not belong to the school service centre (Q.E.F. 27) used in the context of road transport training only when the intern is not paid, is acting under the supervision of a designated accompanist and the internship is carried out in Québec. Under the same conditions, the school service centre covers the intern for claims under the jurisdiction of the CNESST.

You can obtain the certificate of insurance at the CFTR.ca in the *Entreprises* section.

FORMAL COMPANY COMMITMENTS (Internship done outside Quebec)

For any portion of the road transportation internship carried out outside Québec, the company undertakes never to have the intern drive a vehicle or require the intern to participate, directly or indirectly, in any decision or action related to an internship outside Québec. At most, the trainee will be a passenger in the vehicle and will only have an observer role.

A company that welcomes a trainee whose road transport internship is carried out outside Québec releases the school service centre and the trainee from any liability for any claim or damage of any nature whatsoever, including material damage to the vehicle, its equipment and accessories, as a result of the traineeship carried out outside Québec.

The company undertakes to take the facts and cases of the school service centre and the intern with respect to any judicial or quasi-judicial lawsuit, investigation or proceeding, and to indemnify them against any amount that they may be ordered to pay under a final judgment or to pay as part of a settlement in connection with the exercise of a training period outside Québec.

The company waives the right to sue the school service centre and the intern in relation to any event directly or indirectly related to the internship carried out by the intern outside Québec.

Any contravention by the company of the above-mentioned undertakings will have the effect of automatically suspending the student's road transportation internship and severing all legal ties with the school service centre for the duration of the contravention.

Person's Name
Authorized by the company

Signature

Function

Name of student intern

Signature

Patrick Blanchette

Name of the management



UNPAID INTERNSHIP AGREEMENT

Give to the student once completed

INTERNSHIP INFORMATION

Name of the intern: _____

Start date of the internship: _____

End date of the internship: _____

Name of the teacher in charge at the CFTR: _____

Email of the teacher in charge: _____

COMPANY INFORMATION

Company name: _____

NIR: R- _____

Address: _____

Telephone: _____ Post: _____

Name of the internship supervisor: _____

Supervisor's Email: _____

COMPANY COMMITMENTS

As an authorized person by the company, I understand that:

- the internship environment must be approved in advance by the training institution;
- the student must, throughout the practicum, be under the supervision of a designated chaperone;
- the student is authorized to drive a vehicle only in Québec.

By signing this articling agreement, I certify that I have the necessary authority to sign this document. I also certify that I have read the above statements, including the Limitation of Insurance Coverage and CNESST as well as the Company's Formal Commitment (internship carried out outside Quebec) and accept the full responsibility resulting therefrom.

Person's Name
Authorized by the company

Signature

Function

Name of student intern

Signature

Patrick Blanchette

Name of the management

Signature



PAID INTERNSHIP AGREEMENT

Give to the student once completed

INTERNSHIP INFORMATION

Name of the intern: _____

Start date of the internship: _____

End date of the internship: _____

Name of the teacher in charge at the CFTR: _____

Email of the teacher in charge: _____

COMPANY INFORMATION

Company name: _____

NIR: R- _____

Address: _____

Telephone: _____ Post: _____

Name of the internship supervisor: _____

Supervisor's Email: _____

COMPANY COMMITMENTS

As an authorized person by the company, I understand that:

- the internship must be approved in advance by the training institution;
- the student must, throughout the practicum, be under the supervision of a designated chaperone;
- the student is authorized to drive a vehicle only in Québec.
- The company undertakes to provide full liability insurance for any damage to its vehicles;
- coverage in the event of an accident or incident under the jurisdiction of the CNESST is the sole responsibility of the company.

By signing this articling agreement, I certify that I have the necessary authority to sign this document. I also certify that I have read the above statements, including the Limitation of Insurance Coverage and CNESST as well as the Company's Formal Commitment (internship carried out outside Quebec) and accept the full responsibility resulting therefrom.

Person's Name
Authorized by the company

Signature

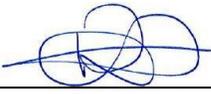
Function

Name of student intern

Signature

Patrick Blanchette

Name of the management



Signature

RESPONSIBILITIES OF THE INTERNSHIP SITE

- Recognize the role of participation in the student's learning and ensure ongoing support and supervision of the person designated by the internship site in the same vehicle as the student;
- Offer internship projects with job descriptions and responsibilities that are consistent with the educational objectives of the program of study;
- Participate in the development of internship modalities, particularly those related to supervision in the internship environment;
- Inform the student of the health and safety rules and the rules of conduct in effect in the company and ensure their application;
- Familiarize yourself with the internship agreement and other documents related to the internship provided by the training institution and comply with its terms and conditions;
- Familiarize yourself with the regulations and policies established by the training institution and agree to comply with the terms and conditions that apply to the internship as well as the start and end dates appearing in this agreement;
- Provide a healthy, safe practicum environment that is conducive to student learning and skills development;
- Collaborate with the training institution in the event of a problematic situation or conflict;
- Provide adequate and structured supervision in addition to informing the student of the risks specific to his or her type of transportation and work environment upon arrival.

STUDENT RESPONSIBILITIES

- Familiarize yourself with and make sure you understand the educational objectives of the internship defined by the training institution;
- Familiarize yourself with and ensure that you understand the internship agreement and other documents related to the internship provided by the training institution and that you comply with its terms and conditions;
- Perform the duties set out in the internship agreement in the internship environment;
- Respect the code of ethics applicable to their future profession;
- Respect the health and safety rules as well as the rules of conduct of the internship environment;
- Follow up with your training institution and internship site;
- Carry out and transmit the deliverables provided for in the internship agreement within the set deadlines;
- Refer promptly to your training institution for any problematic situation or conflict;
- Comply with company rules and regulations currently in place. As for the driving and rest hours log, the student will complete the company's log;
- Commit to carrying out educational activities during the internship;
- Agree to complete the questionnaires provided by the training institution and to participate in the return from the internship scheduled for the last day of this agreement.

The code of conduct of the training institution also applies to the internship environment.

RESPONSIBILITIES OF THE TRAINING INSTITUTION

- Choose or approve the student's internship environment, based in particular on previous experience with the companies envisaged;
- Define the educational objectives of the internship;
- Develop the internship agreement, in collaboration with the internship site, when applicable;
- Send the student the internship agreement as well as all the documents necessary for the smooth running of the internship;
- Respect the terms and conditions set out in the internship agreement;
- Inform the internship site of its rules and policies applicable to the internship, including its policy on sexual violence and its intellectual property policy;
- Intervene appropriately in the event of a problematic situation or conflict;
- Define the characteristics and evaluation methods of the internship in addition to ensuring that they are well understood by the student and the internship environment;
- Ensure the quality of the internship with regard to the training objectives pursued by the student as part of his or her program of study;
- Accompany the student and the person supervising the internship throughout the internship;
- Inform the training institution of any problematic situation or conflict so that the appropriate intervention can be put in place;
- Evaluate the student's learning progress and achievement of the educational objectives of the internship, in collaboration with the person designated to supervise the internship within the company;
- Follow up with the student throughout the internship and once it is over to take stock of their experience.