



If you have received a letter from RoadSafetyBC advising you that you must participate in the Responsible Driver Program (RDP) as required under section 25.2 of the *Motor Vehicle Act* (the Act), you will note that the letter advises you have 1 year from the date of that letter to complete the program. If you are unable to complete the RDP within 1 year you may submit a request for an extension of the time to complete the program. Please do not apply prior to receiving your referral letter as your application cannot be accepted and processed until a referral has been made to the RDP.

The requirement to participate in the RDP is based on a review of your driving record and is typically triggered by a drug or alcohol related driving event, or pattern of events. Referrals are made under sections 25.1 and 25.2 of the Act. For more information on referrals view the *Guidelines for Referral to Remedial Programs* available on the RoadSafetyBC website [www.gov.bc.ca/remedialprogramsadministration](http://www.gov.bc.ca/remedialprogramsadministration)

### **Grounds for an Extension:**

The Superintendent must, under section 25.2 of the Act, extend the time established for a person to complete a remedial program issued under section 25.2 of the Act, if the Superintendent is satisfied that the person is unable to complete the remedial program for reasons beyond that person's control, such as illness, jury duty and incarceration.

Your application for an extension is more likely to be approved if your written submission provides a credible explanation on why you are unable, for reasons beyond your control, to complete the RDP within the 1 year period noted in the referral letter from RoadSafetyBC. Written submissions should be supported by relevant evidence (e.g. letters from third parties, agencies, physicians, notarized documentation, etc.).

A request for extension to complete the RDP does not include an additional opportunity to seek a review of any driving prohibition or sanction that may have led to the review of your driving record and subsequent referral. There are separate processes in place for reviews of prohibitions or offences on your driving record. Further, arguments referring to your need to complete the RDP will not be considered.

### **Request for Extension Decision:**

Please ensure that your submission contains all the information you want considered in the request for extension to the time allowed to complete the RDP. A RoadSafetyBC adjudicator can consider any relevant information you submit. Once the decision has been made you will be advised of the outcome in writing.

*These guidelines are not binding rules and RoadSafetyBC adjudicators must consider all relevant evidence in the circumstances of each individual case in order to determine whether an extension is warranted. These guidelines are intended only to help applicants decide whether to submit a request for extension and to assist applicants in drafting their submissions and submitting evidence.*