

Roles and Responsibilities of Government Departments Involved With School Buses in Manitoba

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**Manitoba
Infrastructure
Motor Carrier
Enforcement Program**

Enforcement of The
Highway Traffic Act /
Regulations;
Peace Officer Status

CVSA;
Roadside Inspections

Driver Profiles;
Vehicle Maintenance;
Hours of Service

Bi-Annual Audits
Required by Regulation

**MPI
Vehicle Standards
and Inspections**

Supports Commercial
Vehicle Inspection
Handbook;
Peace Officer Status

Driver and Vehicle
Licensing Services

Certifies Repair
Facility and
Technicians

Annual School Bus
Inspections

Audits for Proper
Documentation as per
Regulation

Supplies Safety
Inspection Certificates
and Decals

**Manitoba Education
and Training
Pupil Transportation
Unit**

Generally Supports
School Bus
Transportation for
Public Schools

Ensures School
Divisions are
Complying with Acts /
Regulations

Develops School Bus
Specifications and the
School Bus Driver's
Handbook

Provides Divisions with
Guidelines for Safe/
Efficient Student
Transportation

Liaison with MASBO,
MPI, Manitoba
Infrastructure, and CSA
Technical Committee

Comprehensive Review
of School Division
Transportation Systems

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In Manitoba, various Provincial Government departments ensure compliance for the safe operation of school buses. We all play a role to ensure school buses are operated and maintained to the highest safety standards. The purpose of this document is to identify the various groups and their roles and responsibilities with enforcing the Acts and Regulations as they pertain to their individual departments. It should be noted that this document is specific to school buses operated within the Province of Manitoba. Other motorized vehicles may have their own specific Acts and Regulations to be adhered to.

Manitoba Infrastructure

Motor Carrier Enforcement

Motor Carrier Enforcement Programs (MCEP) develop, administer, and monitor programs relative to the commercial motor carrier industry, including vehicle weights and dimensions, Commercial Vehicle Safety Alliance (CVSA), Mechanical Truck Safety Inspection Program, load securement, dangerous goods, licensing, the National Safety Code, and the Spring Road Restrictions Program. MCEP delivers a facility audit program to affect improvement of motor carriers' safety operations. For more information on Acts and Regulations, visit the links below:

The Highway Traffic Act

- [MB Reg 95/2008](#) - Commercial Vehicle Trip Inspection Regulation
- [MB Reg 180/2000](#) - Driver's Licence Regulation
- [MB Reg 72/2007](#) - Drivers Hours of Service Regulation
- [MB Reg 575/88](#) - Vehicle Weights and Dimensions on Classes of Highways Regulation
- [MB Reg 97/2012](#) - Motor Carrier Safety Fitness Criteria and Certificates Regulation
- [MB Reg 76/94](#) - Periodic Mandatory Vehicle Inspection Regulation

For more information on any of the above, contact the Motor Carrier Division at 204-945-3890 or visit their website at [MCEP](#) .

Manitoba Public Insurance (MPI)

Vehicle Standards and Inspections (VSI)

Vehicle Standards and Inspections are responsible for Manitoba's vehicle inspection standards, and oversees administration of vehicle inspection programs currently in place. Inspections help ensure vehicles are safe and meet equipment requirements set out in *The Highway Traffic Act* and *The Drivers and Vehicles Act*. Some areas of responsibility include:

- Inspection of school buses as required. (Section 140, *The Drivers and Vehicles Act*).
- Peace Officer status.
- Working in conjunction with the Canadian Council of Motor Vehicle Transport Administrators to publish the *National Safety Code Standard 11*.
- Certification of repair facilities and school bus technicians to perform safety inspections on school buses.
- Performing audits to ensure inspection stations meet requirements and obligations of the Regulations; that staff, buildings, tools, and inspection certificates and decal stock are present and accounted for; and that all inspection certificates are completed properly.
- Supplying Safety Inspection Certificates and decals to certified locations.

The Highway Traffic Act and The Drivers and Vehicles Act and Respective Regulations

[MB Reg 76/94](#) - Periodic Mandatory Vehicle Inspection Regulation. This Regulation sets the requirements and intervals for school bus inspections and describes the decal and location for the decals.

[MB Reg 58/2006](#) - Inspection Station Operators and Qualified Mechanics Regulation. This Regulation sets the requirements for an inspection station and inspection mechanics.

[MB Reg 75/94](#) - Vehicle Safety Inspection Regulation. This Regulation is the Vehicle Inspection Handbook.

Driver and Vehicle Licensing Services

Another key area of MPI responsibility is overseeing the class of driver's license for the appropriate vehicle to be operated.

Manitoba's Class Driver's License System recognizes the professional from the non-professional driver. To promote safety for all road users, drivers must meet vision, medical, knowledge, and skill standards in order to operate a particular class of vehicle.

An applicant for a professional class (Class 1, 2, 3, or 4) of driver's license will need to know the information given in the Professional Driver's Manual and the Manitoba Driver's Handbook. These manuals contain the basics of safe, professional driving. A professional driver will have to ensure their vehicle is properly maintained by performing pre-trip inspections and, when necessary, in-service and pre-hill inspections.

Drivers must know and obey all laws and regulations for the areas in which they are operating, and can be held responsible if they do not obey.

Before learning to drive Class 1, 2, 3, or 4 vehicles, an applicant must obtain authorized instruction in the class of vehicle they want to be licensed in. The Professional Driver's Manual will explain the types of driver's licenses available and how to obtain one. When ready, Driver and Vehicle Licensing Services will test the applicant's ability to operate the class of vehicle they wish to drive.

These instructions have no legislative sanction. For interpreting and applying the law, consult *The Highway Traffic Act*, *The Drivers and Vehicles Act*, and their respective Regulations. (The above information is provided by Manitoba Public Insurance. For more information, contact your local Autopac agent or visit <http://www.mpi.mb.ca/> and click on the driver licensing tab for more information.)

Manitoba Education and Training

Pupil Transportation Unit

Many individuals are involved in ensuring that Manitoba's students get to and from school safely on the school bus. Students themselves play a part, as do parents, school division personnel, school bus drivers, and the motoring public.

In a more indirect way, the Pupil Transportation Unit (PTU) also assists with "getting kids to school safely" by supporting the safe, efficient, and economical operation of the pupil transportation (school bus) system in Manitoba. PTU is a component of the Education Administration Services Branch, Manitoba Education and Training. The Unit consists of four staff members – a senior field officer, two field officers, and an administrative secretary.

[Click here](#) for Acts and Regulations.

PTU areas of responsibility include:

School Bus Vehicles

- Oversees the purchase of new school bus vehicles.
- Liaison between school divisions and school bus and equipment manufacturers.
- Inspects new school bus units for defects and ensures correction before delivery to school divisions.
- Performs research and development on new school bus equipment.
- Provides school divisions with school bus regulatory information and ensures compliance with regard to school bus vehicle operations.
- Maintains and monitors a school bus "failed materials" database.
- Maintains a school bus accident database.

School Bus Driver Certification

- Issues School Bus Operator's Certificates and maintains a provincial school bus driver registry. [Click here](#) for more information on becoming a school bus driver.

Training

- Conducts School Bus Driver Instructor Courses and certifies participants who successfully complete the three phases of instruction.
- Coordinates seminars geared to school bus service technicians.
- At school divisions' requests, participate in school bus driver inservice sessions.
- Publishes the School Bus Drivers' Handbook and School Bus Driver Instructor's Manual.
- Develops resource material used for school bus driver training and student ridership training.

Transportation System Reviews

Since 1998, PTU has conducted school bus transportation system reviews within Manitoba school divisions. During a review, PTU staff assess critical areas of a school division's transportation system. Information is gathered through discussions with school division personnel, meetings with school bus drivers, examination of current policy, questionnaires to school principals, and inspection of a number of school buses in its fleet. As well, a *Riding the School Bus* test is given to grade 5 students to assess their level of school bus safety knowledge, and a 50 question multiple-choice exam is given to school bus drivers. School bus loading zone procedures are monitored, and school bus operation on routes is observed.

A final report is prepared for a school division which outlines the findings of its current transportation system; provides recommendations intended to assist a division meet mandatory legislative compliance; and offers suggestions for improvements.

Liaison/Committees

- PTU's Senior Field Officer is a member of the Canadian Standards Association's (CSA) Technical Committee on School Buses. This is a national committee comprised of provincial government representatives and school bus manufacturers. The Committee is responsible for producing up-to-date versions of CSA D250 (the Standard for School Buses). CSA D250-16 is currently in effect. It contains chassis and body requirements for regular school buses, requirements for accessible school buses (wheelchair buses), as well as standards for Multi-Functional Activity Buses (previously CSA D270). The Standard can be ordered through [CSA's website](#).
- PTU liaises with MPI regarding school bus driver licensing issues, with Manitoba Infrastructure regarding school bus vehicle issues, or with both entities for issues that overlap The Highway Traffic Act.
- On an ongoing basis, PTU staff are involved with various committees formed to examine current pupil transportation issues.