To:

Transportation Supervisors
Secretary-Treasurers
Superintendents

2002 Canadian Pupil Transportation Conference
Penticton Convention Centre
Penticton, B.C.
April 28th - May 1st, 2002

This is the second Canadian National Conference on Pupil Transportation. The 2002 event is being hosted by the Association of School Transportation Supervisors of British Columbia, and will take place at the Penticton Trade and Convention Centre.

Interested parties can access the Conference website at astsbc.bc.ca. Additional information can be obtained by contacting Conference Coordinator Dennis Powell at dennispowell@plant-sd63.com. The Conference Registration Form will not be available until mid-January 2002, however, the following brief information is included in Appendix A:

- an introductory letter
- the travel agency - Okanagan Reservations Inc.
- a draft Conference Program
- accommodations
- the Penticton Trade and Convention Centre

Hope to see you in Penticton!!
New School Bus
Central Purchasing Process

In January 2002 a letter requesting participation in the new school bus central purchase will be sent to all school divisions in Manitoba. It is hoped that administrators will give considerable thought to purchasing school buses through the process. The benefits of doing so are presented below.

In the past, some school divisions have opted out of the central purchase but have taken advantage of tender prices obtained provincially by purchasing buses from the successful bidder or a competitor. While suppliers may entertain this practice in the short term, they may, in the longer term, adjust their pricing upward to reflect the smaller total number of units being acquired through central purchase.

It is important for divisions to recognize that, by purchasing school buses outside the central purchase, they may be jeopardizing the process. A reduction in division participation may cause the Department to reconsider its involvement.

While purchasing school buses centrally offers school divisions a wide variety of benefits, we know that the process is not without its disadvantages. In particular is the matter of manufacturer choice. Remaining loyal to one product line, regardless of price, cannot be exercised in the central purchase. Suppliers who meet specification requirements and offer the best price are usually awarded the contract. This often means different chassis and body manufacturers from year to year, and school divisions may be forced to acquire additional repair parts, larger inventories, and broader knowledge of maintenance and repair procedures. However, having a variety of brand names in a school division’s fleet allows for comparison of products. How do we know we have the best product without the opportunity to compare?

As school divisions consider all aspects of the central purchase of school bus vehicles, it is imperative that the main objective remain obtaining the best value for every tax dollar spent.

ADVANTAGES TO THE CENTRAL PURCHASE OF SCHOOL BUSES

1. The Pupil Transportation Unit (PTU) and the Procurement Branch of Government Services undertake all aspects of the tendering process
2. Plant audits and pilot reviews are performed to ensure specification compliance and workmanship
3. Acceptance inspections are undertaken by both body and chassis suppliers, as well as PTU
4. School bus defects are identified and improvements made based on defects detected
5. A “failed material tag” program is in place
6. Hosting of maintenance seminars, and distribution of maintenance publications
7. Warranty assistance and liaison with manufacturers is undertaken
8. Ongoing research and development occurs
9. Price advantages can be attained through bulk buying
School Bus Driver Instructor's Seminar

Recent Seminar
PTU staff conducted Phase I of a School Bus Driver Instructor's Seminar on October 3-5, 2001. Seven participants completed this phase.

Ten participants attended and completed Phase II, held October 17th-19th.

Participants’ seminar evaluation results for each phase are presented in Appendix B.

Due to the low number of participants in Phases I and II, Phase III has been deferred to the spring of 2002. A minimum of 15 participants is required for Phase III to be effectively conducted.

Certification Program
Attached as Appendix C is information on the School Bus Driver Instructor’s Certification Program, including an overview of PTU, a history of the seminar, and answers to frequently asked questions about the Program.

2001 School Bus Order
A number of 2002 International/Blue Bird school buses have been delivered to school divisions throughout the province.

It is anticipated that all 2002 units will be delivered early in the new year.

School Bus Safety Bibliography of Training Videos, Films

The School Bus Safety Bibliography was updated in October, 2001 and can be accessed via the Manitoba Education, Training and Youth website - www.edu.gov.mb.ca. Once in the website, select the guides listed below to view the bibliography:

♦ Kindergarten to Senior 4 (Grade 12)
♦ Support Services
♦ Libraries
♦ Instructional Resources (IRD)
♦ Publications
♦ Bibliographies and Catalogues
♦ School Bus Safety: a bibliography October 2001

If you wish to know specifically what’s new in the bibliography, call the PTU office in Winnipeg at 204-945-6900.

E-Mail Addresses
While the most common means of communicating seems to be by phone and fax, it is sometimes more effective to correspond by e-mail, particularly when sharing photographs and scanned images.

While we have e-mail addresses for a number of transportation supervisors, we would like a more complete list. It would be appreciated if you could review the list in Appendix D and provide us with any additions or corrections you may have. The updated form can be faxed to PTU at 204-948-2154.

Once compiled, the list will be shared with all school divisions.
We wish you and your families a happy and safe holiday season.
All the best in 2002!!

From Chuck, Winston, Sandy, and Vickie at the Pupil Transportation Unit
Note: Chuck Beaudry, Senior Field Officer of Pupil Transportation, attended this conference. If you require any information about its events or outcomes, feel free to contact him at the Pupil Transportation Unit in Winnipeg.
School Bus Driver Instructor’s Seminar
Phase II
Evaluation Form

Winnipeg, Manitoba
October 17 - 19, 2001

This form is designed to assist you in communicating your reactions to material presented at this Seminar. Please rate your satisfaction with each of the sessions on a scale of 1 to 5 (“1” being least satisfied; “5” being very satisfied).

<table>
<thead>
<tr>
<th>Wednesday, October 17(^{th})</th>
<th>Content</th>
<th>Information Retention</th>
<th>Presentation Effectiveness</th>
<th>Usefulness to you as an Instructor</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions</td>
<td>4.2</td>
<td>4.0</td>
<td>4.0</td>
<td>4.2</td>
<td>Good ice breaker</td>
</tr>
<tr>
<td>Phase I Review</td>
<td>4.5</td>
<td>4.2</td>
<td>4.3</td>
<td>4.5</td>
<td>Good review</td>
</tr>
<tr>
<td>Developing a Training Program</td>
<td>4.3</td>
<td>4.0</td>
<td>4.3</td>
<td>4.3</td>
<td>Good review</td>
</tr>
<tr>
<td>Teaching Techniques - Workshop</td>
<td>4.5</td>
<td>4.3</td>
<td>4.2</td>
<td>4.5</td>
<td>Excellent techniques</td>
</tr>
<tr>
<td>Group Presentations</td>
<td>4.3</td>
<td>4.5</td>
<td>4.3</td>
<td>4.5</td>
<td>Always good practice</td>
</tr>
</tbody>
</table>

| Thursday, October 18\(^{th}\)   |                     |                        |                             |                                   |                     |
| Workshop - Development of a Lesson | 4.5 | 4.2 | 4.2 | 4.3 |                  |
| Workshops                       | 4.2     | 4.2                    | 4.2                         | 4.2                               |                     |

| Friday, October 19\(^{th}\)    |                     |                        |                             |                                   |                     |
| Presentation of Lessons         | 4.5     | 4.3                    | 4.3                         | 4.7                               | Good practice (2)   |
| Feedback Session                | 4.6     | 4.4                    | 4.6                         | 4.4                               | Good to critique (2)|

| OVERALL PROGRAM                 | 4.3     | 4.2                    | 4.2                         | 4.3                               | “Hopefully I’ll be a better instructor” |

Seminar Location:  Good (7)  Fair (0)  Poor (0)
Seminar Timing:    Good (6)  Fair (1)  Poor (0)  ➞  Seminar should be:  Earlier (0)  Later (1)

Comments:
- “Practice in a peer setting is excellent for developing skills and confidence in presenting.”
- Learned a lot about lesson and unit preparation, setting objectives, content summary, and evaluation.
- Smaller groups (3-4) might be more manageable.
- “Very good instruction. Good tools to use. Always good to practice lesson making/presenting skills.”
- “Will be helpful in producing a lesson that people will understand.”
- “Presentations very good, groups informative, presenters helpful. Met expectations.”
School Bus Driver Instructor's Seminar

Certification Program
About The Pupil Transportation Unit

There are many players involved in ensuring that Manitoba’s students get to school safely. Students themselves play a part, as do school bus drivers, parents, the motoring public, and school divisions. In addition to these groups, the Pupil Transportation Unit (PTU) of Manitoba Education, Training and Youth undertakes a variety of tasks associated with pupil transportation. Specifically, PTU's roles include:

♦ Ensuring regulatory compliance with regard to school bus vehicle operations.
♦ Developing school bus vehicle purchase specifications for the central purchase tender process.
♦ Performing pilot model reviews, plant audits, and new bus acceptance inspections.
♦ Providing School Bus Driver Instructor training and certification.
♦ Issuing School Bus Operator Certificates and maintaining a provincial school bus driver registry.
♦ Conducting local pupil transportation reviews and providing recommendations.
♦ Reviewing local transportation systems' self-evaluation results and providing comments and advice.
♦ Conducting seminars for school bus mechanics.
♦ Publishing newsletters to transportation supervisors and mechanics.
♦ Providing liaison between school divisions and school bus and equipment manufacturers.
♦ Performing research and development of new school bus equipment.
♦ Representing Manitoba on the Canadian Standards Association Technical Committee.
♦ Publishing and updating driver and driver trainer handbooks, as well as school bus preventive maintenance manuals.
The Manitoba School Bus Driver Instructor's Seminar was first offered in 1986.

To date, 129 participants have completed the program and received certificates – 96 of these are still active instructors; 33 are no longer in the system (i.e. retired, moved, or are otherwise employed).

In October, 2001, 10 new instructors completed Phases I and II of the program, and plan to complete Phase III in the Spring of 2002.

Currently, 41 of the Province’s 47 school divisions employ at least one certified School Bus Driver Instructor.


Peguis Education Authority, Pine Creek Education Authority, Chemawawin Education Authority, Cross Lake Education Authority, Split Lake Cree First Nation, and Sandy Bay Educational Foundation all have instructors who have been certified through the program.

In 2000, Manitoba Regulation 465/88R was amended in order to ensure that all school bus drivers trained in the Province receive similar instruction, and that the instruction be provided by a certified instructor.
Driver Instruction

18(1) The school board shall ensure that

(a) each new school bus driver receives a minimum of 24 hours of instruction in school bus driver training prior to operating a school bus carrying passengers; and

(b) each school bus driver receives a minimum of eight hours inservice training during each school year.

18(2) The instruction referred to in clause (1)(a) must:

(a) include instruction about the role and responsibility of the school bus driver, passenger control, accidents and emergencies, bus maintenance and inspection, and driving fundamentals; and

(b) be provided by a person who is certified as a School Bus Driver Instructor by the Pupil Transportation Unit of the Department of Education and Training.
F A Q’S

When, where and how often are courses offered?

Courses are offered once each year or more frequently depending on need. School divisions are notified of tentative dates, and are asked to submit forms listing the names of drivers wishing to become instructors.

Phases I and II are usually held in rented conference rooms in Winnipeg. Phase III may be held in either Winnipeg or at another location depending on the time of year. (The last two Phase III courses were held in Gimli.)

Are prerequisites required to take this course?

Yes. Participants will be required to submit:

♦ a copy of their Class 2 driver’s licence
♦ a copy of their School Bus Operator’s Certificate
♦ a driver’s abstract (in order to complete the program, the participant must have a clear driving record for the last three years, i.e. no traffic violations or accidents with 50% or more responsibility)
♦ a minimum of one year school bus driving experience

Who are the instructors?

Courses are planned and facilitated by staff from Manitoba Education, Training and Youth.

Will I receive a certificate upon completion?

Each participant who successfully completes all three phases of the program will receive a certificate.
What will the certificate allow me to do?  Who may I teach?  Can I test drivers?

Anyone who trains new school bus drivers in Manitoba must be certified by this program. In 2000, Manitoba Regulation 465/88R was amended to make it mandatory that school bus drivers receive their initial training from a certified instructor.

Actual road tests to receive a Class Licence must still be administered by examiners from the Division of Driver and Vehicle Licencing (DDVL), Manitoba Transportation and Government Services.

However, if an individual already possesses a valid licence to operate the class of vehicle that he/she will need to drive, and has completed the 24 hours of school bus driver training, the certified instructor may test the school bus driver as a means of evaluation. Based on this evaluation, the instructor may recommend to the school division or education authority that an individual is ready to be certified as a school bus driver.

It should be noted that drivers who have been trained by an instructor cannot be evaluated by the same instructor. In order to prevent bias, evaluation must be performed by an impartial party. For this reason, many school divisions employ more than one certified instructor. As an alternative, some school divisions having only one instructor may share with a neighbouring division.

How do I become a school bus driver?

School divisions are often in need of new school bus drivers, and inquiries may be made at school division offices or by watching for ads in newspapers.

Should you be selected as a prospective school bus driver, the school division will require that you complete a minimum 24 hour school bus driver training course (usually provided by the division). After the training is complete and the evaluator is confident you are ready, you will be required to pass both a written and a road test as required by DDVL. After you have passed the necessary tests and have received your Class Licence, the school division will complete an Endorsement Form requesting that the Pupil Transportation Unit issue a School Bus Operator's Certificate in your name.

The certificate does not expire, but must be kept active by annually attending the required eight hours of school bus driver training. This training is usually provided by the school division.
What is involved in the three phases? Will I be required to write tests?

**Phase I** participants learn how to prepare lesson plans and deliver the lesson.

During **Phase II**, participants learn to develop a training program.

**Phase III** participants learn to develop evaluation techniques and are provided with the opportunity to give and receive in-bus, on-road evaluations. Participants must also pass a 100-question multiple-choice exam.

During Phase III, a school bus "Roadeo" is held. Participants manoeuvre large school buses around tight corners, through narrow alleyways, and through serpentine slaloms (to name just a few of the "harmless" obstacles) with the focus of the competition being on learning the nature and handling characteristics of a large vehicle. Oh yeah! And to try to outdo your fellow classmates!

What will I learn from the course?

The course is a series of workshops designed to provide the participant with lesson planning techniques and evaluation skills that will be valuable in training and evaluating prospective, as well as active, school bus drivers.

Participants are also provided with various teaching techniques and are given the opportunity to develop and deliver training using the wide variety of audio/visual equipment provided for them. Participants will have a higher level of self-confidence as they becomes accustomed to speaking in front of an audience.

I am a certified instructor, but it has been several years since I completed the course. Are refresher courses offered?

If you feel the need to refresh your skills you may wish to repeat a specific phase, or the entire program.

What is the cost to attend?

Registration fees for Phases I and II are currently $90.00 per phase. This covers all course materials, including the School Bus Driver's Instructor's Handbook. Lunch each day is included in the cost of registration. Phase III is currently $150.00 per participant.

Participants are responsible for all other meals and accommodation.
If you have questions or require further information about the School Bus Driver Instructor’s program, feel free to contact us at either of our Winnipeg or Rivers offices.

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Since this list was compiled in December 2001, a number of transportation supervisors have changed, and in some cases, the divisions themselves have changed due to the school division amalgamation process.

To obtain up-to-date contact information on school division transportation personnel, please contact the Pupil Transportation Unit.