To:

Transportation Supervisors
Secretary-Treasurers
Superintendents

National School Bus Safety Week
October 14 - 20, 2001

It's that time of year again when students return to school for another ten months of learning the "three R's" - Reading, Writing, and Arithmetic.

For safety reasons we should include a fourth "R" - Riding the school bus safely. Safety does not just happen - a lot of planning is required to inform everyone about school bus safety.

October 14 - 20, 2001 is National School Bus Safety Week - a perfect opportunity to promote school bus safety at school and in your local community. School bus safety materials are available from the Pupil Transportation Unit (PTU) offices in Rivers and Winnipeg. Please review the samples attached in Appendix A, then complete and return the order form to Rivers. Let's ensure that everyone gets a passing grade in the fourth "R" - Riding the school bus safely!
**Driver Retesting Through the Division of Driver and Vehicle Licencing (DDVL)**

When a school division sends a school bus driver for retesting through DDVL, it should be noted that the driver examiner will ask for a driver retest request form issued by the school division requesting the retest. A sample form can be found in Appendix B.

It should also be noted that **individuals who submit to a driving retest may lose their class licence should they fail either the written or road test for which they are being retested.** School divisions must inform school bus driver applicants of the ramifications of a failed road or written test. Ramifications are listed in Appendix B.

**Strobe Lights on School Buses**

To date, 179 strobe light permits have been issued to 31 school divisions. Throughout the 2001-2002 school year, Vehicle Standards and Inspections will be requesting information from school bus drivers regarding the effectiveness and/or problems associated with strobe lights on school buses.

**It is important to note that strobe lights must be activated at all times during the pilot project which ends June 30, 2002.**

If strobe light-equipped school buses in your school division encounter unusual or extraordinary situations, please contact PTU in Winnipeg at 204-945-6900 or in Rivers at 204-328-5402.

**Pacbrake - Engine Brakes**

The 3126 Caterpillar diesel engine in the 2002 Freightliner chassis is equipped with a pacbrake engine. The pacbrake also works as an engine warm-up device during cold weather conditions.

It is important to note that the pacbrake has a five year warranty. Appendix C contains warranty coverage information and claim instructions.

**2001 School Bus Order**

The 2002 International school bus chassis will be on the assembly line at the Springfield, Ohio plant as early as September 18, 2001. Blue Bird bodies are scheduled to be built in October and November, 2001. It is anticipated that delivery of the 2001 school bus order will begin in December, 2001.

**Phonetic Alphabet**

Thank you to Bruce Law, Transportation Supervisor of Lakeshore School Division, for submitting the phonetic alphabet (Appendix D). This alphabet is extremely useful when identifying licence plate letters or names over a two-way radio or telephone. The phonetic alphabet may be posted in each school bus to assist drivers with two-way radio communication.

**Oxygen Containers on School Buses**

Students who require pressurized oxygen containers at all times may be transported on school buses providing that the oxygen container is securely attached to the student's wheelchair.

"Securely attached" means that the oxygen container's fasteners must be capable of withstanding a rollover situation. Oxygen containers for personal use are exempt in the Workplace Health Hazard Regulations and Workplace Hazardous Material Information System (WHMIS).

**School Bus Driver Instructor Seminar**

**Tentative Dates:**

Phase I - October 3, 4, 5
Phase II - October 17, 18, 19
Phase III - October 29, 30, 31

To date, 11 registrations have been received for Phase I.

**Important Note:**

In order to conduct Phase I and II seminars and ensure program effectiveness and efficiency, we require a minimum of 12 participants.

If you are already a Certified School Bus Driver Instructor but wish to attend a refresher program, you are invited to register for Phases I and II. We are sure you will benefit from the experience! An overview of these phases can be found in Appendix E. If interested, please register with PTU in Rivers as soon as possible at 204-328-5402.
### School Bus Safety Week
October 14 - 20, 2001

**Order Form** *(See Resource Material for examples)*

<table>
<thead>
<tr>
<th>Quantity</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td><strong>French</strong></td>
<td></td>
</tr>
<tr>
<td>School Bus Safety Rules Card</td>
<td></td>
<td></td>
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<tr>
<td>School Bus Cut-Outs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Bus Drivers’ Guide to Safer Driving</td>
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<td>n/a</td>
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<tr>
<td>School Bus Safety Poster</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Bus Safety Tips for Parents/School and Community Leaders</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Reproducible Coloring Master</td>
<td>One</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Please forward material to:  (Address in Full)

The__________________________________________________________ School Division No. ______

____________________________________________________________________________________

___________________________________  ______________________________________

Signature      Title

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**Please Return Form To:**

Manitoba Education, Training and Youth
Pupil Transportation Unit, Box 250, Rivers, MB  R0K 1X0
Phone: (204) 328-5402
Fax: (204) 328-5404
TO: DIVISION OF DRIVER AND VEHICLE LICENCING (DDVL)  
MANITOBA HIGHWAYS AND GOVERNMENT SERVICES  

SUBJECT: REQUEST FOR DRIVER RETEST  

The ____________________________ School Division No. __________
requests that __________________________, driver’s licence number 
(Applicant’s Name)
_________________________________________________ , be 

☐ Tested   OR   ☐ Retested

in the following area(s):

Written Test:

☐ Class 2  
☐ Class 4  
☐ Class 5  
☐ School bus test

Road Test:

☐ Class 2  
☐ Class 4  
☐ Class 5  
☐ School bus test

Transportation Supervisor: __________________________________________  
(Please Print)

___________________________________________  
(Signature)

___________________________________________  
(Date)
## Ramifications of a Failed School Division School Bus Driver Test From Division Of Driver And Vehicle Licencing

<table>
<thead>
<tr>
<th>WRITTEN TESTS -</th>
<th>Ramification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Failed</td>
<td></td>
</tr>
<tr>
<td>Failed class 2 or 4 written test</td>
<td>Licence down-classed to Class 5; Pupil Transportation Unit and employing school division notified; further action pending with school division.</td>
</tr>
<tr>
<td>Failed school bus written test</td>
<td>Licence not down-classed, however, Pupil Transportation Unit and employing school division notified; further action pending with school division.</td>
</tr>
<tr>
<td>Failed class 5 written test</td>
<td>Licence suspended; Pupil Transportation Unit and employing school division notified; further action pending with school division.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROAD TESTS -</th>
<th>Ramification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Failed</td>
<td></td>
</tr>
<tr>
<td>Failed class 2 or 4 written test</td>
<td>Down-classed to Class 5; DDVL authorizes driver to take Class 2 instruction; Pupil Transportation Unit and employing school division notified; further action pending with school division.</td>
</tr>
<tr>
<td>Failed class 4 road test</td>
<td>Down-classed to Class 5; DDVL authorizes driver to take Class 4 instruction; Pupil Transportation Unit and employing school division notified; further action pending with school division.</td>
</tr>
<tr>
<td>Failed class 5 road test</td>
<td>Down-classed to Class 7 (beginner’s licence); DDVL authorizes driver to take instruction in either Class 2 or Class 4; Pupil Transportation Unit and employing school division notified; further action pending with school division.</td>
</tr>
<tr>
<td>School bus only road test</td>
<td>Licence not down-classed, however, Pupil Transportation Unit and employing school division notified; further action pending with school division.</td>
</tr>
</tbody>
</table>
Outlined below is our standard policy for submitting a claim/ request for warranty consideration.

**Labor rates:**
Pacbrake will reimburse your repairing dealerships posted retail labor. In the event of a labor rate increase we will require written confirmation stating the current and the requested increased rate, and the date in which the increase is to take effect.

**Pacbrake Material**
All Pacbrake material will be replaced to the customer by crediting the account or by physical parts replacement. (This will be done at our discretion where we deem necessary)

**Other parts cost:**
In the event of progressive damage all/any associated OEM parts are to be paid at reasonable fleet costs.

**Travel Time and mileage:**
Travel time and mileage is paid at your posted rate. However, you are required to submit in writing, each of the branches charge out rate and notify us 30 days in advance of any increases. Travel time and mileage is dependent upon the nature of the failure and will only be covered when the vehicle is rendered inoperable or unsafe to operate on local and state roads. It is my recommendation that you have one of your service personnel call and describe the nature of the failure prior to charging any of the costs to warranty.

**Overtime:**
Overtime charges are not covered. Any overtime charges are to be authorized by the customer/owner of the vehicle, and are at expense of the customer.

**Repair authorizations:**
No telephone authorization is required to perform warranty repair. However, in the event of a catastrophic failure, we recommend that your service personnel call for special instructions.

**Use of a competitor’s product:**
It is not recommended that you use our competitor’s parts during the warranty period. Should you use our competitor’s product and it causes our brake to fail we will not be responsible for any cost associated with that repair. Your shop will assume all responsibility and cover any and all associated costs in repairing the vehicle.

**Disposition of failed Pacbrake material:**
All failed Pacbrake material must be returned for our analysis, freight prepaid. Please note that freight is reimbursable on the dealer claim form under “other items”.

**Terms of payment:**
Our warranty terms are 30 days from the receipt of the failed material.

**Claim denials:**
All claim denials are in writing and are to be completed within 35 days of receipt of the failed material.
Request of policy consideration or claim adjustments:
All requests for policy consideration or claim adjustments should be submitted in writing within 60 days of the repair.

Dealer claim form instructions:
Leave Pacbrake claim number blank

1) Dealer claim number. All correspondence will reference to your number (R/O Invoice#)
2) Date submitted. Date which claim was submitted to Pacbrake.
3) Dealer name and location. Name and location of repairing dealer should any further correspondence be required.
4) Distributor name and location. Complete only if you purchased your replacement Pacbrake parts from anyone other than Pacbrake Company.
5) Name and address of vehicle owner.
6) Date of original Pacbrake installation.
7) Date of Pacbrake failure.
8) Model of Pacbrake.
9) Housing serial numbers. (No claims will be permitted without these numbers)
10) Mileage of the vehicle at the time of the failure.
11) Engine model/critical parts list number (CPL) if applicable.
12) Engine serial number.
13) Type of service (recreational, motorhome / commercial, logging, highway, School Bus.
14) Vehicle manufacturer.
15) Vehicle model.
16) Chassis serial number (last 6 digits acceptable).
17) List Pacbrake parts used in repair.
18) List of other parts used in repair (OEM Parts)
19) Preferred method of settlement (credit or replacement parts).
20) Hours of labor required to perform repair (list engine manufactures labor times and codes when applicable).
21) Hours of travel required to and from job site.
22) Posted hourly labor rate.
23) This section may be left blank providing the complete repair story is on your repair order/ invoice.
   (1) Details of customer complaint.
   (2) Your explanation of what parts failed.
   (3) Your analysis of what parts failed and what you did to prevent a reoccurrence of this failure.
24) Contact name should further information be required regarding this claim.

Charles, I hope this thoroughly answers all of your questions pertaining to doing warranty with Pacbrake. I look forward to working with you and your firm in the future. if I can be of any assistance to you or anyone else within your firm, feel free to call me directly at 1-800-663-0096 (ext.228).

Sincerely,

Harold McLean
Warranty Manager
Limited Warranty

Pacbrake Limited Warranty Policy for Direct Mount® exhaust brakes on Caterpillar® Engines ONLY! (Excluding C11337 Retrofit Kit. See Form #L3005.)

Pacbrake Limited Warranty applies to the original purchaser when on the engine of first installation (Non-transferable to next vehicle owner or some other engine).

The Pacbrake® retarder is a product of Pacbrake Company and is warranted to be free of defects in material, workmanship and operation under normal use and service for the warranty coverage periods set forth below.

There are no representations or warranties, which extend beyond the terms hereof. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING NO WARRANTY OF MERCHANTABILITY AND NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.

Limited Warranty
Exhaust Brake- Purchased after May 30, 1999

Vehicles with Caterpillar engines equipped with a Pacbrake® Direct Mount® exhaust brake.

- Exhaust Brake Assembly - 5 years or 150,000 miles which ever shall occur first.

Related Pacbrake attaching/control parts all exhaust brake and vehicle/engine models.

- Auxiliary air supply, pneumatic components, solenoid valve, harnesses, and switches - 1 year unlimited mileage.

Limited Warranty
Exhaust Brake Replacement Parts

- Replacement parts - 180 days (Unlimited mileage) or the balance of the remaining warranty, whichever is longer. Pacbrake replacement parts installed after expiration of the original warranty shall be covered for a period of 180 days from the date of installation.

Labour charges are included in the warranty for replacement parts installed during the original warranty period. After the end of the original limited warranty period, replacement parts labour shall be covered for a period of 180-days from the date of installation.

Under this warranty our factory will repair or replace without charge, any part returned to us which our examination discloses to our satisfaction to have been defective within the warranty coverage period measured from the date of delivery of the product in question to the original user.

Pacbrake Company will pay for all reasonable necessary repairs to damaged engine components in which a Pacbrake® retarder has been properly installed, and back pressure correctly set to the engine recommendations, provided the damage is established to be a direct result of a defect of the Pacbrake® occurring under normal operation during the Warranty Coverage period specified above.

This warranty will not apply to any part or parts which have been altered or repaired, nor to parts which have been subjected to misuse, abuse, neglect, or accident, nor to parts which have been improperly applied, or installed. Improper installation or application, or substitution of parts not manufactured or approved by us shall void this warranty.

If the product should become defective within the warranty coverage period an authorized Pacbrake distributor shall be notified by you within ninety (90) days of your having notice of a defect. If a Pacbrake Distributor is unable to correct the problem or if you have any questions regarding this warranty, write to the following address giving full details of the problem including proof of purchase, the model and serial numbers of the product involved.

USA: PACBRAKE COMPANY
250 H ST., BOX 1822
BLAINE, WA 98231-1822
PH: 1-800-663-0096

CANADA: PACBRAKE COMPANY
19594 - 96TH AVE.
SURRY, BC V4N 4C3
PH: 1-800-663-0096

YOUR EXCLUSIVE REMEDY IS LIMITED TO THE OBLIGATIONS SET FORTH IN THIS LIMITED WARRANTY, AND PACBRAKE COMPANY SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

PACBRAKE ENGINE BRAKES
# DEALER CLAIM FORM

**PACBRAKE**

**ENGINE BRAKES**

**PACBRAKE CLAIM NO.**

**DEALER CLAIM NO.**

**DATE CLAIM SUBMITTED**

**4 DISTRIBUTOR NAME**

**LOCATION**

**5 CUSTOMER NAME**

**3 DEALER NAME**

**LOCATION**

**CUSTOMER ADDRESS**

**6 DATE IN SERVICE**

**7 DATE OF FAILURE**

**8 PACBRAKE MODEL NO.**

**9 PACBRAKE HOUSING SERIAL NO. (NO CLAIM WITHOUT NUMBERS)**

**10 IN SERVICE...**

**11 ENG. MODEL/CPN. NO.**

**12 ENGINE SERIAL NO.**

**13 TYPE OF SERVICE**

**14 VEHICLE MANUFACTURER**

**15 VEHICLE MODEL**

**16 CHASSIS SERIAL NO.**

**17 PACBRAKE® PART NUMBER**

**QTY.**

**PART DESCRIPTION**

**COST UNIT**

**COST EXTENDED**

**18 OEM PART NUMBER**

**QTY.**

**PART DESCRIPTION**

**COST UNIT**

**COST EXTENDED**

**19 PREFERRED SETTLEMENT**

**ISSUE CREDIT**

**REPLACE PARTS**

**TOTAL PARTS COST**

**CLAIMED**

**20 LABOR**

**HOURS WORK**

**REG.**

**HOURS TRAVEL**

**REG.**

**21 TRAVEL**

**FROM**

**TO**

**TOTAL MILEAGE**

**MI.**

**KM**

**MILEAGE RATE**

**MI.**

**KM**

**22 HOURLY RATE**

**23 REQUIRED DISTRIBUTOR COMMENTS**

1. DETAILS OF COMPLAINT
2. EXPLANATION OF ALLEGED DEFECTIVE MATERIAL
3. ANALYSIS AND CORRECTION

**24 CLAIM SUBMITTED BY**

**PRINT**

**SGN**

**PLEASE SUPPLY REPAIR WORK ORDER AND ALL FAILED PARTS**

**TOTAL AMOUNT OF CLAIM**
# Phonetic Alphabet

<table>
<thead>
<tr>
<th>Letter</th>
<th>Phrase</th>
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<tbody>
<tr>
<td>A</td>
<td>alpha</td>
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<tr>
<td>B</td>
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<tr>
<td>C</td>
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<td>delta</td>
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<td>echo</td>
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<td>yankee</td>
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<tr>
<td>Z</td>
<td>zulu</td>
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</table>
WHO SHOULD ATTEND?
This seminar will provide an excellent opportunity to develop School Bus Driver Instructor skills, and completion will allow participation in the PHASE II Instructor Program.

PREREQUISITES

- Class 2 Driver’s Licence
- School Bus Operator’s Certificate
- Clear driving record for the last three years (no traffic violations or accidents with 50% or more responsibility since June 1998)

DOCUMENTS TO ACCOMPANY REGISTRATION

Copies of:
- Class 2 Driver’s Licence
- School Bus Operator’s Certificate
- Driver’s abstract (dated 2001)

GENERAL OBJECTIVES

Participants will learn/demonstrate skills related to the selection of instructional techniques, development of lesson plans and presentation of lessons.

BENEFITS

Instructors will be provided with opportunities to enhance teaching skills. Application of these skills will allow more effective delivery of local school bus driver training programs.

CONTENT

- LEARNING TO LEARN
- HOW TO TEACH
- TEACHING SKILLS

ADDITIONAL INSTRUCTION

Persons who attend all sessions and successfully complete assignments are eligible to register for Phase II of the School Bus Driver Instructor’s Seminar.
Phase II - PROGRAM INFORMATION

Training - Program Development

WHO SHOULD ATTEND?

This seminar will provide an excellent opportunity to develop School Bus Driver Instructor skills, and completion will allow participation in the PHASE III Instructor Program.

PREREQUISITES

- Completion of Phase I (Teaching Skills)
- Class 2 Driver’s Licence
- School Bus Operator’s Certificate
- Clear driving record for the last three years (no traffic violations or accidents with 50% or more responsibility since June 1998)

DOCUMENTS TO ACCOMPANY REGISTRATION

Copies of:

- Class 2 Driver’s Licence
- School Bus Operator’s Certificate
- Driver’s abstract (dated 2001)

NOTE: Not Applicable if delegates submitted these documents for Phase I.

GENERAL OBJECTIVES

Participants will learn/demonstrate skills related to the selection of instructional techniques, development and delivery of a lesson plan, and how to effectively use the School Bus Driver Instructor’s Handbook.

BENEFITS

The instructor will be provided with an opportunity to participate in selection of instructional techniques and development of lesson plans to effectively teach a pre-service School Bus Driver Training Program.

CONTENT

- WHAT TO TEACH
- GROUP PRESENTATIONS
- USE OF THE SCHOOL BUS DRIVER INSTRUCTOR’S HANDBOOK

ADDITIONAL INSTRUCTION

Persons who attend all sessions and successfully complete assignments are eligible to register for Phase III of the School Bus Driver Instructor’s Seminar.