

REVISED ALBERTA AIR BRAKE PROGRAM SUMMARY

Introduction:

Alberta Transportation has a mandate to ensure the safety of all those who share the highways of our province. Part of this commitment is accomplished by updating driver education and training programs, like the Alberta Air Brake Program.

Process Overview:

Currently, the air brake course is offered completely by air brake instructors at licensed driver training schools and certified employee training agencies. It consists of a classroom and practical training session. Drivers are evaluated by the organization through a knowledge test and a practical skills test. Upon successful completion of both tests, drivers are issued Notice of Driver Education Course Completion forms, which Registry Agents use to add the “Q” endorsement onto operator’s licences.

In the revised program, the authorized organization delivers a classroom and practical training session. Drivers are evaluated by the organization through a practical skills test. Upon successful completion of the practical skills test, drivers are issued Notice of Air Brake Program Completion forms, which Registry Agents use to authorize an air brake knowledge test. Upon successful completion of the knowledge test, Registry Agents use the form to add the “Q” endorsement onto operator’s licences. The Registry Agent will charge a government fee and a service charge as applicable.

Program Materials:

Currently, the Air Brake Program requires authorized organizations to have the following:

- Air Brake Board
- Air Brake Manuals
- Documents:
 - Notice of Driver Education Course Completion forms
 - Control List forms
 - Air Brake Participant List forms
 - Air Brake Practical Test sheets
 - Air Brake knowledge test sheets
 - Record of student’s demographic information

In the revised program, authorizations must have the following materials:

- Air Brake Board
- Air Brake Manual: A Guide for Students (formerly, Air Brake Manual)
- Air Brake Manual: A Guide for Instructors
- Air Brake Visual Electronic Presentation
(projector, screen, computer and Microsoft Office PowerPoint 2007 viewer)
- Documents:
 - Notice of Air Brake Program Completion forms
 - Revised Control List forms
 - Revised Air Brake Participant List forms
 - Revised Air Brake Practical Test forms
 - Air Brake Course Student Record form (replaces individual organization's record of student's demographic information)

The new forms and full instructions on how to complete them will be provided to all authorized air brake organizations and discussed at the mandatory air brake instructor recertification course.

If students lose the Notice of Air Brake Program Completion form before passing the knowledge test, they must contact the authorized organization, who will reissue the form following the same process used for reissuing lost Notice of Driver Education Course Completion forms. If the form is lost after the knowledge test is passed, students must contact the authorized organization, who will contact Driver Programs and Licensing Standards.

Program Structure:

The structure of the classroom session, practical training session and practical test has also been updated to align with best educational and training practices. The knowledge test has been moved to Registry Agent locations.

Classroom Session:

- Class size maximum has changed from 24 to 18 students.
- The minimum length of the classroom presentation has changed from 6 to 6.5 hours, excluding breaks and registration.
- The classroom presentation must use the Government of Alberta Air Brake electronic visual presentation.
- **Additional required equipment: computer, projector, screen, printer and software for viewing the electronic visual presentation.**
- Each student must receive their own copy of an Air Brake Manual: A Guide for Students to take home with them.
- The air brake board must have a Driver Programs and Licensing Standards approval decal. These decals will be provided during regularly scheduled audits.

Practical Training Session:

- Class size maximum has changed from four to three students per instructor and air brake equipped vehicle.
- The practical training session has a 15 minute instructor demonstration followed by each student practising the air brake pre-trip inspection twice.
- Instructors must complete the appropriate section of the Air Brake Participant List form.
- Once the practical training session is completed, the practical test may be conducted.

Practical Test:

- Conducted in a one-on-one setting using the Air Brake Practical Test form.
- The practical test time limit is 15 minutes.
- Only one practical retest is allowed before additional training is required. The retest must be conducted on a different day. Any additional training that is required is determined by the authorized organization and the student.

Knowledge Test:

- Conducted by Registry Agents using the Driver Knowledge Testing System.
- The automated test will continue to be in English and will have 30 multiple choice questions. There are NO paper or translated tests.
- There is no limit on the number of times the test can be attempted. Only one test can be attempted each day.

Air Brake Program Renewals:

Authorized air brake organizations and air brake instructors will now be required to renew. This will ensure all air brake instructors and authorized organizations will be familiar with current air brake information and educational practices.

Instructor Renewals*:

- Air brake instructor licences or certificates will only be valid for two years. Renewal forms and instructions will be sent out 90 days prior to the renewal deadline.
- Licensed air brake instructors must submit verification of having delivered two complete air brake courses in two years.
- Certified air brake instructors must submit verification of having delivered two complete air brake courses in two years.

* Licensed air brake instructors conduct air brake courses for the general public for a fee. Certified air brake instructors conduct air brake courses only for employees of a certified employee driver training agency (i.e. City of Edmonton).

Organization Renewals:

- Air brake authorization for licensed driver training schools and certified employee driver training agencies will only be valid for one year. Renewal forms and instructions will be sent out 60 days prior to the renewal deadline.
- Licensed driver training schools must renew their air brake authorization with their licence renewal when it comes due.
- Certified employee driver training agencies must renew their air brake authorization every year from May 15, 2012 or from the date of them becoming a certified employee driver training agency.

Air Brake Program Transition Period

Authorized air brake organizations must deliver all components of the revised Air Brake Program in accordance with the procedure manuals as of May 15, 2012. Only Notice of Air Brake Program Completion forms may be issued for the program as of May 15, 2012.

Forms Transition:

- Students who have air brake Notice of Driver Education Course Completion form issued prior to May 15, 2012 will be allowed to use them until July 10, 2012 to add the "Q" endorsement onto an Alberta operator's licence at a Registry Agent office.
- After July 10, 2012, a Notice of Driver Education Course Completion form cannot be used to add the "Q" endorsement onto an Alberta operator's licence, regardless of when it was issued. Students must contact the driver training school or employee driver training agency that issued them the form. Organizations must work with Driver Programs and Licensing Standards to issue replacement Notice of Air Brake Program Completion forms.