Laurel School District

District Office
1160 S. Central Avenue
Laurel, Delaware 19956 · (302) 875-6100 FAX (302) 875-6106

Excellence: Believe It…Achieve It!

Alex Ansley
US DOT-NHTSA
Office of Defects Investigation
Recall Management/W46-412
1200 New Jersey Ave S.E.\
Washington, D.C. 20590
June 28, 2010

Dear Alex:

Attached is documentation regarding the 18 IMMI Integrated Child Seats that we purchased on 10/21/2009 for Laurel School District, Laurel, DE. We since received a recall notice on May 18, 2010 from IMMI regarding the attachment of brackets and hardware "intended for installation on that seat". Our maintenance crew and transportation supervisor installed the new brackets as designed. We completed the Recall Return Card noting the installation of the brackets and hardware.

If you have any questions, please feel free to contact me at 302-875-6100 or jmccoy@laurel.k12.de.us.

Sincerely,

John W. McCoy, Ed.D.
Superintendent, Laurel School District

CC: James Griffin, School Board Attorney
Jerry White, School Board President

THE LAUREL SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE OR DENY SERVICES ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, HANDICAP, AND/OR AGE IN ITS PROGRAMS AND ACTIVITIES. THE DISTRICT OFFERS ADDITIONAL SERVICES TO STUDENTS LIMITED ENGLISH LANGUAGE SKILLS OR WITH DISABILITIES SO THAT THEY MAY BENEFIT FROM THESE PROGRAMS FOR ADDITIONAL INFORMATION AND ASSISTANCE, PLEASE CONTACT:

SEX DISCRIMINATION / TITLE IX
ASSISTANT SUPERINTENDENT
1160 SOUTH CENTRAL AVENUE
LAUREL, DE 19956
(302) 875-6100

SPECIAL EDUCATION / SECTION 504
DIRECTOR OF SPECIAL SERVICES
1160 SOUTH CENTRAL AVENUE
LAUREL, DE 19956
(302) 875-6100

DISTRICT PROGRAMS
SUPERVISOR OF CURRICULUM
1160 SOUTH CENTRAL AVENUE
LAUREL, DE 19956
(302) 875-6100

SafeGuard® School Bus Seating

- FlexSeat with Lap-Shoulder Seat Belt Restraints
- Standard Seat with Lap-Shoulder Seat Belt Restraints
- Upper Torso Control Device
- Integrated Child Seat
- LATCH Attachments

Instruction Manual



FlexSeat
with Lap-Shoulder
Seat Belt Restraints

For occupants greater than
40 lbs. (18 kg) and 40 in. (102 cm) tall



Standard Seat
with Lap-Shoulder
Seat Belt Restraints

For occupants greater than
40 lbs. (18 kg) and 40 in. (102 cm) tall



Upper Torso Control Device

(Special Needs Restraint)
For occupants greater than
40 lbs. (18 kg) and 40 in. (102 cm) tall



Integrated Child Seat

For occupants over 1 year of age,
between 22 - 85 lbs. (10 - 39 kg) and
49 in. (124 cm) tall or less



LATCH Attachments

(Lower Anchors & Tether)
For use with add-on child seats

Dr. John McCoy

From: alexander.ansley@dot.gov
Sent: Thursday, June 24, 2010 12:13 PM
To: jmccoy@laurel.k12.de.us
Subject: RE: Bus Seats

Mr. McCoy,

Thank you for your response. We'll credit your report as the needed response when you send it in. We don't need a recall report from you as you are clearly not a vehicle manufacturer, but we do like to mail school districts those letters in order to make sure they are made aware of any potential safety issues.

Thanks,

Alex Ansley
US DOT- NHTSA
Office of Defects Investigation
Recall Management / W46-412
1200 New Jersey Ave SE
Washington, DC 20590
P. (202) 493-0481
F. (202) 366-7882

From: Dr. John McCoy [mailto:jmccoy@laurel.k12.de.us]
Sent: Thursday, June 24, 2010 8:26 AM
To: Ansley, Alexander (NHTSA)
Subject: Bus Seats

Alex: Having been out of the office for two weeks, I just received the document (June 24, 2010) regarding bus seats, NVS-215aa EQ10-003. I do not recall seeing the first letter that was received here on April 13, 2010 by our receptionist. I have instructed our maintenance man and our transportation secretary to research this situation and get back to me ASAP. Safety is my first concern when it comes to my students and I will do whatever we need to do to make sure my students are safe during their rides to and from school. You will be receiving our report relative to this situation shortly. Please feel free to call (302-875-6100) or respond to this email if you have any questions or guidance on this issue. Thank you.

Dr. John McCoy
Superintendent, Laurel School District

IMMI

Bringing Safety to People™

May 18, 2010

Laurel School District
1160 S. Central Ave.
Laurel, DE 19956

RE: Slam Latch Recall

To Whom It May Concern:
Our records indicate you have 18 IMMI Integrated Child Seats recently purchased. Enclosed are 18 brackets and hardware intended for installation on that seat. We are asking that these pieces be installed per the bulletin attached at your earliest convenience. Once complete, we would ask that you return the enclosed sheet indicating the change has been made for our records and that you keep a copy on file at your facility.

Please feel free to contact me or your local dealer with any questions.

Thank you,

John Barrington
Field Sales & Service Manager
IMMI

Enclosures: 2

18881 U.S. 31 North • P.O. Box 408 • Westfield, IN 46074-0408 USA • P 317.896.9531 • F 317.896.2142 • www.imminet.com

Bringing Safety to People™

RECALL RETURN CARD

Please complete and return immediately by fax (if possible) to John Barrington, IMMI, 18881 US 31 North, Westfield, IN 46074 or Fax: (317) 896-2142. Please check the appropriate box if you ***Do*** or ***Do Not*** have the unit/s listed and return.

We:

Name: **Laurel School District**

Address: **1160 S. Central Ave.**

City: **Laurel** State: **DE** Zip: **19956**

☐ **Do:**

We currently have the following unit/s in question, have received the materials and have made the required repairs per attached bulletin # **3636P 02/10 PN917759 Rev1.**

Unit P/N#
(18) F104299A

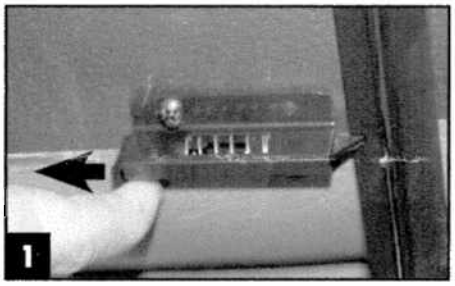
☐ **Do not have:**

Unit P/N#
(18) F104299A

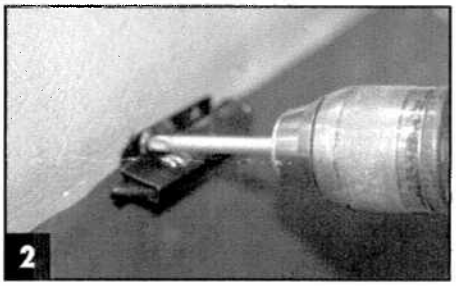
Authorized Representative _____ Date _____

**** PLEASE COMPLETE THIS FORM AND RETURN IT TO US, EVEN IF YOU DO NOT HAVE ANY OF THE UNITS ON HAND. CHECK THE DO NOT HAVE BOX AND SIGN AND DATE.**

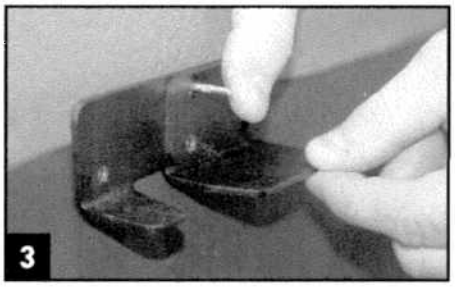
SafeGuard® SafeGuard Slam Latch Update Installation Instructions



1. From under seat, slide slam latch tab to the left to release latch. Raise seat cushion.



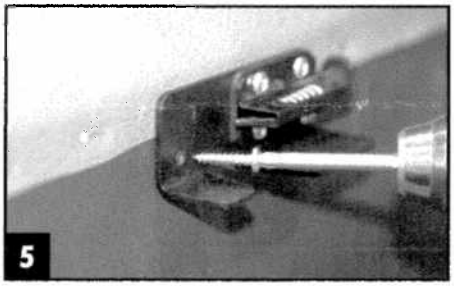
2. Remove and discard two (2) screws securing slam latch to seat cushion base.



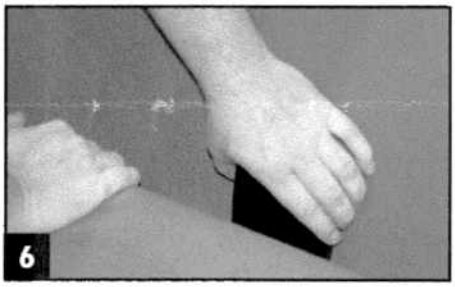
3. Align two (2) holes in the double thickness area of the service bracket with the two (2) existing holes in the seat cushion base.



4. Align four (4) holes in slam latch with the four (4) holes in the double thickness area of the service bracket and attach latch with four (4) screws provided.



5. Install fifth screw provided in the remaining hole of the service bracket and secure bracket to seat cushion base.



6. Lift buckles up (if equipped) and lower seat cushion. Sit on seat cushion. Confirm that slam latch has engaged and seat cushion is secure to seat frame.

safeguardseat.com

SafeGuard Customer Service: 1.877.447.2305

SafeGuard is a brand of IMMI.

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QUOTATION

No. R-9175

IMMI™

Bringing Safety to People™

P.O. BOX 408
WESTFIELD, IN 46074-0408
317-867-8449
Fax # 317-867-7843

Date: 10/21/2009
Phone # 302-875-6100
Inquiry #
Proposal #
Rep Agency In-house
Fax #
Customer #

Laurel School Services
Attn: Bill Hitch
bill.hitch@laurel.k12.de.us

We appreciate this opportunity to submit this quotation for your condersideration.

Item	Quantity	Description & Specifications	Price	Unit
		SafeGuard Bus Seats		
F104299A	18	Gen3 Bus Seat - Integrated Child Seat - No LATCH - ICS Brown 42 oz vinyl - Wall/Floor Mount	$682.54	Each
		THIS QUOTE IS BASED ON STANDARD IMMI TERMS & CONDITIONS AND DOES NOT PROVIDE FOR ANY NON-STANDARD TERMS AND CONDITIONS.		

Approximate Delivery Time From Receipt of Order	F.O.B. WESTFIELD, IN	Terms
4-6 weeks	Freight Collect	Net 30 Days

THIS QUOTATION IS SUBJECT TO THE TERMS STARTING ON PAGE 2 OF THE QUOTATION.

Authorized By: _____
Account Manager

IMMI
LifeGuard | SafeGuard | Outdoor | CAPE
Bringing Safety to People™

18881 U.S. 31 North • P.O. Box 408
Westfield, IN 46074-0408 U.S.A.
317.896.9531
317.896.2142
immimet.com

Invoice

NUMBER	
1868817	
DATE: 04-JAN-10	PAGE: 1 of 1
PURCHASE ORDER NUMBER: 1434746	SALES ORDER NUMBER: 485098
CUSTOMER NUMBER: 49265	WAYBILL NUMBER: 3508589608

BILL TO:
Attn: Accounts Payable
STATE OF DELAWARE LAUREL SCHOOL DIST.
1160 S. CENTRAL AVENUE
LAUREL DE 19956

SHIP TO:
STATE OF DELAWARE LAUREL SCHOOL DIST.
1160 S. CENTRAL AVENUE
LAUREL DE 19956

TERMS	DUE DATE	SALESPERSON	EXPECTED CURRENCY	TAX REFERENCE
NET 30	03-FEB-10		USD	
COLLECT/PREPAID	**SHIP DATE**	**SHIP VIA**	**F.O.B. POINT**	**EXCHANGE RATE**
COLLECT	04-JAN-10	Roadway Express	IMMI	

IMMI ITEM / DESCRIPTION CUSTOMER ITEM / DESCRIPTION	RELEASE RAN #	QUANTITY SHIPPED	UOM	LIST PRICE	DISC	EXTENDED PRICE
F104299A BUS SEAT.GEN3.39.NL.YICS.N3PT.BRN.IC.OEM.OMN. F104299A-1 /		18	EACH	682.54		12,285.72

Items rec'd + installed.
Per G. Fowler
2/26/2010

REMIT TO:
IMMI PO Box 663814
Indianapolis IN 46266

SUBTOTAL	12,285.72
SHIPPING/HANDLING	487.51
TAX	0.00
TOTAL	12,773.23
BALANCE DUE	12,773.23