



TERMS OF REFERENCE

COMMITTEE NAME: TRANSPORTATION

TYPE: Advisory

MANDATE: To advise the Board on the all matters related to student transportation

RESPONSIBILITY:

1. To review all board policies, regulations and guidelines related to student transportation and provide representative advise to the Board
2. To review transportation administrative procedures, including annual route development, and provide feedback to management
3. To hear public or parent requests/complaints and consider all feedback, and seek to resolve disputes prior to an appeal being brought forward to the Board as a whole
4. To review and define best practices related to school field trip travel
5. To consider and provide advise related to the development of an Active Student Travel Plan
6. To assist in the effective and transparent communication regarding all transportation issues and decisions
7. To review the terms of reference for the Transportation Committee annually and make recommendations to the Board as required

MEMBERSHIP: The Transportation Committee shall consist of membership as follows:

- Trustee Representative - Chairperson
- Manager of Transportation
- NOSPVPA Representatives (up to 4)
- FNEC Representative
- Director of Operations
- Secretary Treasurer

The committee's Trustee Representative – Chairperson and Alternate Chairperson will be appointed annually each June by the Board Chair.

Other staff, guests and subject matter experts will be invited to contribute and/or participate in discussions from time to time, as required.

- MEETINGS:** To meet as required between September and June, at the call of the Chairperson.
- ATTENDANCE:** The Trustee Representative – Chair’s attendance will be recorded in the *Register of Trustee Attendance* as per *Regulation 2060.01R – Trustee Attendance*.
- TIME FRAME:** On-going
- ACCOUNTABILITY:** The Committee shall report a summary of topics discussed, along with findings and/or recommendations to the Finance & Facilities/Audit Committee.

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