



TERMS OF REFERENCE

COMMITTEE NAME: TRANSPORTATION

TYPE: Advisory

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

RESPONSIBILITY:

1. To review all board policies, regulations and guidelines related to student transportation and provide representative advice to the Board
2. To review transportation administrative procedures, including annual route development
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 advice 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)
- Director of Operations
- Secretary Treasurer

Representatives from the following partner groups may be invited as and when agenda subject matter warrants, at the discretion of the Chairperson:

- CUPE Local 523 Representative(s)
- DPAC/PAC Representative(s)
- FNEC Representative(s)
- NOSTA Representative(s)

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

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

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 & Faculties/Audit Committee.