

INTERLAKE SCHOOL DIVISION

MINUTES OF THE TRANSPORTATION COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON FRIDAY JANUARY 17, 2014 AT THE TRANSPORTATION MAINTENANCE AND TECHNOLOGY FACILITY, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

MARK GRINDEY (COMMITTEE CHAIR PERSON), SHARON BAKER, SALLY COOK, DAVE HARCUS

ADMINISTRATION PRESENT:

KEN KRULICKI – TRANSPORTATION SUPERVISOR

THE MEETING WAS CALLED TO ORDER AT 1:11 P.M.

AGENDA ITEMS

1. **APPROVE AGENDA:**
 - DISCUSSED AND APPROVED
2. **MINUTES NOVEMBER 14TH, 2013 COMMITTEE MEETING:**
 - MINUTES FROM THE NOVEMBER 14TH, 2013 MEETING WERE REVIEWED
3. **L.O.A. PROCEDURE UPDATE**
 - ALL REQUESTED LEAVE OF ABSENCE HAVE BEEN APPROVED TO DATE
 - NO FURTHER LEAVES WILL BE ACCOMMODATED WHEN THE MAXIMUM NUMBER OF REGULAR DRIVERS ARE SCHEDULED AWAY
4. **SCHOOL LOAD UNLOAD PROCEDURES**
 - INDIVIDUALIZED PROCEDURE HAVE BEEN DEVELOPED FOR STUDENT LOADING AND STUDENT UNLOADING AT EACH OF THE DIVISION SCHOOL SUPPORTED BY THE TRANSPORTATION DEPARTMENT
 - THE TRANSPORTATION SUPERVISOR WILL BE MEETING WITH EACH SCHOOL ADMINISTRATOR TO EDUCATE AND ASSIST THE IMPLEMENTATION OF EACH PLAN
 - THE DESIRED OUTCOME WILL BE THAT CONSISTENCY AND ACCURACY WITH THESE PROCEDURES WILL RESULT IN SAFE TRANSITIONING FOR STUDENTS AND SCHOOL STAFF ASSIGNED TO BUS SUPERVISION
5. **BUS PLANNER / POWERSCHOOL PROGRAM UPDATES**
 - CURRENTLY ALL STUDENT INFORMATION IS BEING LOADED INTO BUS PLANNER IS BEING DONE MANUALLY
 - THE POWERSCHOOL PROGRAM REQUIRES EACH MANITOBA STUDENT NUMBER BE INPUT TO BUS PLANNER IN ORDER THAT THE STUDENT INFORMATION CAN BE UPLOADED DIRECTLY
 - THIS IS CURRENTLY BEING MANUALLY DONE IN ORDER TO ACCOMMODATE THIS COMMUNICATION FOR THE UPCOMING 2014/15 SCHOOL YEAR REGISTRATIONS
 - THE STUDENTS BUSING INFORMATION WILL THEN BE MADE AVAILABLE TO POWERSCHOOL IN THE SAME MANNER
6. **KINDERGARTEN STUDENT TRAINING PLAN**
 - THE TRANSPORTATION DEPARTMENT IS DEVELOPING A PROGRAM AIMED AT INTRODUCING NEW STUDENTS TO BUS SAFETY AND AWARENESS WHEN THE KINDERGARTEN STUDENTS ATTEND THE REGISTRATIONS DAY IN SEPTEMBER
 - THE PUPIL TRANSPORTATION AUDIT CONCLUDED THAT OUR GRADE 4 STUDENTS ARE BELOW AVERAGE IN THEIR KNOWLEDGE AND UNDERSTANDING OF BUS SAFETY.
 - THIS PROGRAM WILL BEGIN THE EDUCATION PROCESS MUCH EARLIER AND WILL ALSO REDUCE THE STRESS FOR THE STUDENTS BEING INTRODUCED TO BUSING TRANSPORTATION FOR THE FIRST TIME

PAGE 2 OF 2 TRANSPORTATION MINUTES JANUARY 17, 2014

7. EQUIPMENT REPORT

- AVERAGE FLEET AGE 6.86 YEARS
- 40 REGULAR ROUTE BUSES IN FLEET
- 16 SPARE BUSES IN FLEET
- TWO NEW BUSES HAVE ARRIVED AND ARE CURRENTLY IN THE REGULAR BUS FLEET
- A NEW FORM THAT WILL BE COMPLETED WHEN BUSES ARE ASSIGNED TO A REGULAR ROUTE OR A SPARE TRIP AND WHEN THE BUS IS RETURNED
- THIS WILL ENCOURAGE BETTER REPORTING OF CONDITION OF THE UNITS AND THE DRIVERS RESPONSIBILITY

8. BUS INCIDENT REVIEW COMMITTEE

- THE POLICY HAS BEEN SUBMITTED TO THE COMMITTEE FOR APPROVAL

9. STAFFING UPDATE

- DOUG DICKS HAS TENDERED HIS RETIREMENT EFFECTIVE JANUARY 17TH 2014
- DORA DEWULF HAS BEEN AWARDED THE CONTRACT AND A POSTING FOR THE ROUTE SHE HAS CURRENTLY WILL BE POSTED
- WE HAVE 23 DRIVERS IN OUR SPARE POOL
- THREE OTHER CANDIDATES HAVE COMPLETED THE TRAINING COURSE COMPONENT AND ARE WORKING ON BEING CERTIFIED BY MPIC

10. STORM EFFORTS

- SEVERAL CALLS HAVE BEEN ANSWERED BY THE TRANSPORTATION SUPERVISOR AND DEPARTMENT TO ADDRESS PARENTS CONCERNS FOR INCLEMENT WEATHER AFTER THE STUDENTS HAVE BEEN TRANSPORTED TO THE SCHOOLS
- IT IS THE POLICY OF THE DEPARTMENT / DIVISION THAT BUSES WILL NOT BE SENT HOME EARLY AND THAT WEATHER IS MONITORED BY THE DIVISION STAFF CONSTANTLY THROUGH OUT THE DAY

MEETING ADJOURNED AT 2:35 PM.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER