

INTERLAKE SCHOOL DIVISION

MINUTES OF THE TRANSPORTATION COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY JANUARY 19TH, 2015 AT THE TRANSPORTATION MAINTENANCE AND TECHNOLOGY FACILITY, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

SHARON BAKER (COMMITTEE CHAIR PERSON), SALLY COOK, DAVE HARCUS, FRAN FREDRICKSON.

ADMINISTRATION PRESENT:

DANNY HOWE – TRANSPORTATION SUPERVISOR

THE MEETING WAS CALLED TO ORDER AT 6:35 pm .

AGENDA ITEMS

1. APPROVE AGENDA:

- DISCUSSED AND APPROVED

2. MINUTES SEPTEMBER 29TH, 2014 COMMITTEE MEETING:

- MINUTES FROM THE SEPTEMBER 29TH, 2014 MEETING WERE REVIEWED

3. INTRODUCTION:

- DANNY HOWE HAS BEEN HIRED TO THE POSITION OF TRANSPORTATION SUPERVISOR FOR THE INTERLAKE SCHOOL DIVISION
- DANNY INTRODUCED HIMSELF AND PROVIDED SOME OF HIS BACKGROUND TRAINING AND EXPERIENCE
- DANNY LIVES NORTH OF GIMLI WITH HIS WIFE AND HAS TWO GROWN SONS

4. REVISED BUS DRIVER HIRING PROCESS:

- DRIVER APPLICANTS WILL BE REQUIRED TO COMPLETE THE NECESSARY PAPER WORK WITH HUMAN RESOURCE AT THE INTERLAKE SCHOOL DIVISION BOARD OFFICE
- ONCE COMPLETED, THE APPLICANT WILL BE REFERRED TO THE TRANSPORTATION SUPERVISOR TO BE INTERVIEWED
- IF ALL CRITERIA IS MET THE APPLICANT WILL BE TRAINED AT THE NEXT AVAILABLE TRAINING SESSION\
- UPON COMPLETION OF THE SCHOOL BUS DRIVERS' TRAINING COURSE AND EARNING THEIR CLASS 2 LICENSE AND SCHOOL BUS CERTIFICATE, THEY WILL BE READY TO COMMENCE WORK WITH INTERLAKE SCHOOL DIVISION.

5. BUS DRIVER STAFFING REPORT:

- ROUTE 22 HAS BEEN FILLED BY JOY OLIVER REPLACING JIM MACMILLAN
- ROUTE 1 JOB SHARE HAS BEEN FILLED BY PAUL SCOTT REPLACING JIM SKRABECK
- ROUTE 39 HAS BECOME AVAILABLE TO REPLACE ROSELINE WHITTINGTON WHO IS RETIRING AS OF FEBRUARY 5, 2015 AND THIS ROUTE HAS BEEN POSTED AS A TERM AND IS UNDER REVIEW
- ROUTE 20 HAS BEEN FILLED BY CELINE SHOLDICE REPLACING BRUCE KING
- TWO TEULON AREA SPARE DRIVERS HAVE BEEN HIRED AND ARE CURRENTLY WORKING TO COVER LEAVE OF ABSENCE REQUESTS
- TWO DRIVERS ARE CURRENTLY ENROLLED IN THE BUS DRIVERS CERTIFICATION COURSE AND WILL BE LICENSED IN FEBRUARY 2015
- ADVERTISEMENTS HAVE BEEN PLACED IN THE STONEWALL TEULON TRIBUNE AND WE WILL ADD A COURSE AS REQUIRED. THE INTENTION IS TO ADVERTISE REGULARLY FOR SPARE BUS DRIVERS.

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6. DRIVER ACCIDENT REPORT:

- A MINOR ACCIDENT INVOLVING A SCHOOL BUS AND A PRIVATE VEHICLE WAS REPORTED TO THE TRANSPORTATION SUPERVISOR ON JANUARY 6, 2015. THE SUPERVISOR ATTENDED AND ALL STUDENTS HAD ALREADY BEEN TRANSFERRED ONTO ANOTHER BUS AND TRANSPORTED TO SCHOOL. THERE WERE NO REPORTED INJURIES AND THE ACCIDENT WAS REPORTED TO PUPIL TRANSPORTATION UNIT.

7. LEAVE OF ABSENCE POLICY

- THE COMMITTEE WILL REQUEST AN ADDITIONAL MEETING FOR TUESDAY, FEBRUARY 17TH 2015 AT 4:30 AT THE TRANSPORTATION MAINTENANCE AND TECHNOLOGY BUILDING TO REVIEW THE CURRENT POLICY AND MAKE RECOMMENDATION TO THE BOARD. DANNY WAS ASKED TO PREPARE A LETTER THAT OUTLINED THE BACKGROUND FOR THIS PRACTICE AND MAKE RECOMMENDATIONS PRIOR TO THIS MEETING TO SHARE WITH THE COMMITTEE.

8. BUS PLANNER / ROUTE INFORMATION

- ALL THE STUDENT MET NUMBERS HAVE BEEN INPUTTED INTO BUS PLANNER TO ALLOW THE PROGRAM TO COMMUNICATE WITH POWERSCHOOL
- THIS WILL ALLOW MORE ACCURATE STUDENT INFORMATION TO BE ACCESSED FOR THE DRIVERS AND OFFICE STAFF
- DANNY PROVIDED SOME INFORMATION TAKEN FROM BUS PLANNER THAT DEMONSTRATES ITS CAPABILITY TO OPTIMIZE EXISTING BUS ROUTES AND HELP MAKE DECISIONS FOR MAXIMIZING EFFICIENCIES.

9. EQUIPMENT REPORT:

- TWO NEW BUSES WILL BE REQUESTED FOR THE UPCOMING YEAR TO KEEP THE AVERAGE AGE OF THE FLEET CURRENT

MEETING ADJOURNED AT 7:40 PM.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER