

INTERLAKE SCHOOL DIVISION

MINUTES OF THE TRANSPORTATION COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF THE INTERLAKE SCHOOL DIVISION HELD ON MONDAY SEPTEMBER 29TH, 2014 AT THE TRANSPORTATION MAINTENANCE AND TECHNOLOGY FACILITY, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

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

OTHER MEMBERS PRESENT:

ALAN CAMPBELL (NON PARTICIPATING)

ADMINISTRATION PRESENT:

KEN KRULICKI – TRANSPORTATION SUPERVISOR

THE MEETING WAS CALLED TO ORDER AT 7:00 P.M.

ITEMS DISCUSSED

1. APPROVE AGENDA:

- DISCUSSED AND APPROVED

2. MINUTES MAY 5TH, 2014 COMMITTEE MEETING:

- MINUTES FROM THE MAY 5TH, 2014 MEETING WERE REVIEWED

3. SEPTEMBER 3RD, 2014 DRIVER PROFESSIONAL DEVELOPMENT:

- THE 4 HOUR PROFESSIONAL DEVELOPMENT WAS HELD AT THE TRANSPORTATION MAINTENANCE TECHNOLOGY (T.M.T.) FACILITY
- TRANSPORTATION DEPARTMENT CHANGES WERE DISCUSSED
 - ONE LESS MECHANIC
 - REASSIGNMENT OF BUSES TO MECHANICS
 - FLEET MANAGER POSITION CHANGED TO HEAD MECHANIC AND WILL BE WORKING ON FLOOR
 - TRANSPORTATION ASSISTANT DESK HAS MOVED TO THE SHOP AREA
- CHANGES/UPDATES TO EMERGENCY PREPAREDNESS WERE DISCUSSED
- DAVE PATTERSON REVIEWED WITH DRIVERS THE PROCESS BY WHICH THEIR EVALUATIONS ARE PERFORMED
- MANITOBA HYDRO SAFETY PRESENTATION ON DOWNED WIRE/LINE PROTOCOL

4. SEPTEMBER 26TH, 2014 DRIVER PROFESSIONAL DEVELOPMENT:

- THE 8 HOUR SESSIONS INCLUDED:
 - THE USE OF SOCIAL MEDIA – DAN TURNER (MANITOBA TEACHERS' SOCIETY)
 - RESPECT IN THE WORKPLACE – SHERRY MOONEY (PEOPLE FIRST)
 - GRADE 5 EVACUATION EDUCATION
 - L.G.B.T.T.Q TRAINING

5. CHANGE OF BUS NUMBERS TO ROUTE NUMBERS:

- EVERY BUS IN THE FLEET HAS BEEN EQUIPED WITH A NUMBER HOLDER ON THE BUS BESIDE THE ENTRY DOOR THAT WILL ALWAYS CARRY THE NUMBER OF THE ROUTE THE STUDENT IS TRANSPORTED
- THIS ENABLES STUDENTS TO IDENTIFY THE CORRECT BUS TO BOARD WHEN A SPARE BUS OR SPARE BUS DRIVER ARE ASSIGNED TO THE ROUTE
- EARLY YEARS STUDENTS IN ÉCOLE R.W. BOBBY BEND SCHOOL WERE ASSIGNED STICKERS FOR THEIR BACK PACK WITH THE TRANSFER BUS ROUTE NUMBER AND HOME BUS ROUTE NUMBER THIS ALLOWS TEACHERS TO QUICKLY IDENTIFY WHICH BUS THE STUDENT NEEDS TO COORDINATED TO
- TAKE HOME MAGNETIC CALENDARS WERE GIVEN TO EACH FAMILY RIDING THE BUS THAT HAS PERTINENT SCHOOL DAY INFORMATION AS WELL AS THE DRIVERS NAME AND PHONE NUMBER AND INCLUDED THE OFFICE HOURS AND PHONE NUMBERS FOR THE TRANSPORTATION DEPARTMENT

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6. BUS PLANNER UPDATE / ROUTE INFORMATION:

- ROUTE INFORMATION IS DISTRIBUTED TO THE DRIVERS IN MID AUGUST TO ALLOW THEM TO CONTACT PARENTS PRIOR TO THE FIRST DAY OF SCHOOL WITH PICK UP AND DROP OFF INFORMATION.
- ANY CHANGES IN STUDENT INFORMATION, INCLUDING PHONE NUMBERS IS RELAYED BACK TO THE TRANSPORTATION DEPARTMENT FOR UPDATING IN THE PROGRAM
- ROUTE CHANGES AND UPDATES ARE ALSO COMMUNICATED

7. FLEET REPORT:

- CURRENTLY THERE ARE 1629 BUSSED STUDENTS IN THE DIVISION
- THIS IS UP 200 STUDENTS FROM 2013-14 SCHOOL YEAR
- THERE ARE 40 REGULAR BUS ROUTES IN THE I.S.D.
- ADDITIONALLY THERE ARE 15 SPARE BUSES
- CURRENTLY THERE ARE 5 BUSES THAT ARE WHEEL CHAIR EQUIPPED TO ACCOMMODATE WHEEL CHAIR BOUND STUDENTS
- AVERAGE BUS USAGE IS 65% OF THE CAPACITY
- THERE WILL BE 4 NEW UNITS REQUESTED FOR PURCHASE IN 2014-15

8. GRADE 5 BUS EVACUATION TRAINING PROGRAM :

- ALL GRADE 5 STUDENTS WILL BE PROVIDED THE TRAINING PROGRAM IN THE WEEK OF OCTOBER 20th – 24th, 2014. THE WEEK OF OCTOBER 20th IS BUS SAFETY WEEK AS DECREED BY THE PROVINCE
- TRAINING PROGRAMS WILL BE CONDUCTED BY OUR TRAINED BUS DRIVERS

9. DRIVER REPORT:

- THREE NEW DRIVERS HAVE BEEN ADDED TO THE SPARE DRIVER LIST
- THERE ARE THREE PROSPECTIVE DRIVERS THAT HAVE COMPLETED THE MANDATORY BUS DRIVER COURSE AND ARE WORKING TOWARDS LICENSING WITH MANITOBA PUBLIC INSURANCE CORPORATION
- TWO ADDITIONAL CANDIDATES HAVE APPROACHED THE DEPARTMENT FOR FUTURE CONSIDERATION AND TRAINING
- THE CURRENT LIST OF SPARE DRIVERS HAS
 - 5 DRIVERS COVERING LEAVE OF ABSENCE DUE TO OTHER EMPLOYMENT
 - 2 DRIVERS COVERING DUE TO ILLNESS
 - 2 UNAVAILABLE DUE TO HEALTH REASONS
- ALL ROUTES HAVE BEEN COVERED AND THE DEPARTMENT HAS RELIED ON THE MECHANICS TO FILL IN AS NEEDED

10. OTHER:

- a. KEN KRULICKI WILL BE CO-CHAIRING THE UPCOMING 2016 PUPIL TRANSPORTATION CONFERENCE BEING HELD IN WINNIPEG, MAY 2016.
- b. **POLICY D10 (2.4)**
UPDATED TO INCLUDE "BUS ROUTE" AND "ARRANGE FOR ADEQUATE SHELTER SHOULD BUS OR PARENT ENCOUNTER PROBLEMS AND MISS THE ASSIGNED MEETING TIME".

MEETING ADJOURNED AT 8:12 PM.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER