



student  
transportation services

service de transport scolaire

Brant Haldimand Norfolk

<b>Title :</b> <b>Procedure Development and Modification</b>	<b>Procedure # : 047</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 1 of 1</b>	<b>Review :</b> <b>May 2017</b>

<b>Statement</b>	<p>STSBHN is dedicated to providing safe and efficient transportation services to its member Boards. With the policies and procedures of the consortium being controlled by the member Boards, the consortium requires a consistent means of vetting changes made to existing procedures or the creation of new documents.</p>
<b>Procedure</b>	<ol style="list-style-type: none"><li>1. The development of policy and procedure will be on an as needed bases to meet regulatory or operational needs of STSBHN and its member Boards.</li><li>2. At least sixty (60) days prior to the scheduled date of adoption of the new or modified policy and procedure, the Manager of Transportation Services will forward the draft document(s) to the Board of Directors. The policy and procedure will be placed on the agenda for the next meeting of the Board of Trustees for discussion.</li><li>3. Members of the Board of Directors will vet the policy and procedure with their Boards of Trustees and senior administration and provide comments to the Manager of Transportation Services for consideration.</li><li>4. The Manager of Transportation Services will provide a revised version of the original drafted policy and procedure to the Operations Committee at the next scheduled meeting.</li><li>5. Upon approval of the Operations Committee, the Manager of Transportation Services will present the policy and procedure at the next Board of Directors meeting for approval.</li></ol> <p>In an effort to ensure all documents relating to the provision of transportation services remains current, policies and procedures will be reviewed on a three (3) year basis. The date that the procedure is scheduled to be reviewed will be indicated in the "Review" section of the header. The exact date may slightly differ depending on when the Board of Directors meeting is held.</p>