



Student Transportation Services

BRANT HALDIMAND NORFOLK

Services de Transport Scolaire

Title: Policy and Procedure Review	Procedure #: 047 Page: 1 of 1	Section: Operating Guidelines
Effective: Nov 5, 2010	Last Reviewed: May 2020	Next Review: May 2023

Statement	<p>STSBHN is dedicated to providing safe and efficient transportation services to its member school boards. With the policies and procedures of the consortium being controlled by the member school boards, the consortium requires a consistent means of vetting changes made to existing policies and procedures or the creation of new documents.</p>
Procedure	<ol style="list-style-type: none"> 1. The development of policy and procedure will be on an as needed basis to meet regulatory or operational needs of STSBHN and its member school boards. 2. At least sixty (60) days prior to the scheduled date of adoption of the new or modified policy and/or procedure, the Manager of Transportation Services will forward the draft document(s) to the Board of Directors. The document(s) under review will be sent to the member school board's Trustee for input. 3. Comments relating to the document(s) under review will be forwarded to the Manager of Transportation Services for recording and consideration. 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. 5. Upon review by the Operations Committee, the Manager of Transportation Services will present the policy and procedure at the next Board of Directors meeting for approval. <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. STSBHN shall keep a record of all previously approved policies and procedures in accordance with schedule noted in 018 – Records Retention and Management.</p>