



student
transportation services

service de transport scolaire

Brant Haldimand Norfolk

Title : Procedure Development and Modification	Procedure # : 047	Effective : Nov 5, 2010
Section : Operating Guidelines	Page : 1 of 1	Next Review: May 2020

Statement	<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>
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 boards.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 document(s) under review will be sent to the member 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 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. <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>