

APPENDIX D

Bus Route Evaluation and Recommendations Process

1) Transportation Manager

- Review all routes each year using the “Bus Route & Hazard Evaluation Form”
- Include an on-road observation for routes with concerns
- Discuss and evaluate findings of each route review with dispatcher and driver
- Present outcomes and considerations to the Executive Director of Planning & Operations

2) Executive Director of Planning & Operations

- Review outcomes and considerations and determine agreement of any proposals/recommendations to be brought forward
- Present any proposals for changes to ad-hock Transportation Review Committee consisting of the following, or their representative:
 - Superintendent / CEO and/or Deputy
 - Secretary-Treasurer and /or Director of Finance
 - Executive Director of Planning & Operations
 - Executive Director Human Resources as applicable to the recommendation
 - Transportation Manager

3) Secretary Treasurer / Executive

- Supported draft recommendations brought forward to Business Committee.
- Recommendations to include consultation plans appropriate for each item.

Consultation plan shall be in accordance with the NLPS policy on Public Participation 2.17 and will include:

- Written notification to riders/parents and schools of potential change
- post on school and district website
- Public forum/meeting held
 - Staff present information
 - Discussions/question/comment are received
 - Summary of input produced for staff consideration.
- Consultation results considered and recommendations returned to Business Committee

5) Transportation Manager

- Detail the change as approved
- Communicates outcome to affected stakeholders
- Updates NLPS website with any change information
- Answers questions and/or concerns with respect to operational details of the change