

INTERLAKE SCHOOL DIVISION

MINUTES OF THE TRANSPORTATION COMMITTEE MEETING HELD ON MONDAY, JANUARY 16TH, 2011 AT 5:30 P.M. AT THE MAINTENANCE AND TRANSPORTATION FACILITY, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

ALAN CAMPBELL (COMMITTEE CHAIR), SHARON BAKER, SALLY COOK
DAVID HARCUS

ADMINISTRATION PRESENT:

KEN KRULICKI – TRANSPORTATION SUPERVISOR

INFORMATION ITEMS

1. **MINUTES SEPTEMBER 19TH COMMITTEE MEETING:**
 - MINUTES FROM THE SEPTEMBER 19TH MEETING WERE REVIEWED
2. **NOVEMBER 25TH PROFESSIONAL DEVELOPMENT DAY:**
 - THE DRIVERS COMPLETED A THREE PHASE TRAINING PROGRAM INCLUDING A DRIVING COURSE, PRE TRIP INSPECTION TEST, AND THE COURSE OBSERVATION / JUDGING COMPONENT.
 - DRIVER FEED BACK WAS VERY POSITIVE.
 - THE RESULTS FROM THE COMBINED TOTALS REFLECT A COMPLIMENT OF SKILLED DRIVERS.
3. **REQUEST FOR TRANSPORTATION IN STONEWALL:**
 - A REQUEST HAS BEEN RECEIVED FROM PARENTS IN THE STONEWALL CATCHMENT TO PROVIDE TRANSPORTATION FOR STUDENTS IN THE ERNIE WEBB BAY AREA.
 - THIS REQUEST IS SUPPORTED IN THE PUBLIC SCHOOLS ACT AS STUDENTS GRADES K THRU 6 RESIDING MORE THAN 1.6KM IN DISTANCE FROM THE SCHOOL ARE ELIGIBLE FOR TRANSPORTATION.
 - THE COMMITTEE RECOMMENDS THAT THE RESIDENCES IN QUESTION BE MEASURED FOR COMPLIANCE.
 - IN THE EVENT THAT THE REQUESTED TRANSPORTATION IS REQUIRED, ONE BUS STOP WILL BE DESIGNATED WITH THE CHILDREN BEING PICKED UP AND DROPPED OFF AT DESIGNATED TIMES.
4. **SPARE DRIVERS:**
 - THE DEPARTMENT HAS SEEN A DECREASE IN SPARE DRIVER EMPLOYEES IN THIS PAST SCHOOL YEAR DUE TO SOME RETIREMENTS AND CHANGES IN CAREERS.
 - THE DRIVER TRAINING COURSE THAT HAS PREVIOUSLY BEEN OFFERED THROUGH OUR CONTINUING EDUCATION PROGRAM IS BEING DELIVERED IN AN ONGOING AS NEEDED BASIS FROM THE TRANSPORTATION OFFICE TO ACCOMMODATE POTENTIAL CANDIDATES.
 - CURRENTLY THERE ARE TWO DRIVERS PREPARING FOR ROAD TESTS AND THERE ARE POTENTIALLY THREE MORE APPLICANTS PREPARING TO REGISTER FOR THE TRAINING COURSE.
 - THE DRIVER MENTOR PROGRAM WILL BE REESTABLISHED, ENLISTING THE MORE SENIOR DRIVERS TO MENTOR THE NEW HIRES IN A BID TO CONTINUE STAFF RETENTION.
5. **BUS PURCHASES AND INVENTORY REPORT:**
 - THE CURRENT BUS FLEET CONSIST OF 40 REGULAR ROUTE UNITS AND 18 SPARE UNITS.
 - THE DEPARTMENT WILL REQUEST THE PURCHASE OF ONE NEW UNIT IN THE UPCOMING BUDGET IN ORDER TO CONTINUE MOVING TOWARDS THE GOAL OF HAVING NO UNITS MORE THAN 15YRS IN AGE OR OVER 275,000KM.

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6. THIRD PARTY REPAIR AGREEMENT:

- THE AGREEMENT BETWEEN INTERLAKE SCHOOL DIVISION AND A PRIVATE SCHOOL TO PROVIDE REPAIR SERVICES FOR SCHOOL BUSES WAS PRESENTED TO THE COMMITTEE.
- THIS AGREEMENT WILL SEE THE TRANSPORTATION DEPARTMENT PROVIDE MAINTENANCE AND REPAIR DUTIES FOR THE SCHOOL'S TWO BUSES ON A SPECIFIC FEE SCHEDULE.
- THE COMMITTEE WILL PRESENT THIS AGREEMENT TO THE BOARD FOR FINAL APPROVAL.

7. COMMERCE POINT SOFTWARE:

- THE TRANSPORTATION SUPERVISOR INTRODUCED THE COMMITTEE TO THE SOFTWARE PROGRAM COMMERCE POINT THAT WILL ENHANCE THE EFFICIENCY OF THE OVERALL DEPARTMENT.
- COMMERCE POINT IS DESIGNED TO FACILITATE QUICK, CONCISE COMMUNICATION BETWEEN DEPARTMENTS AND PROGRAMS ALREADY IN USE IN THE DIVISION.
- THIS PROGRAM WILL ENABLE THE TRANSPORTATION TO IMPROVE THE FLOW OF REQUEST TO COMPLETION FOR ALL EXTRA CURRICULAR TRIP REQUEST FROM THE SCHOOL THRU THE ACCOUNTING DEPARTMENT.
- THE GARAGE MANAGER PORTION OF THIS SOFTWARE WILL PROVIDE A MORE COMPLETE PROCESS OF TRACKING FOR PARTS AND INVENTORY THEREFORE REDUCING THE TIME SPENT ON THIS TASK MANUALLY.
- THE WORK ORDERS AND PO'S PROCESSED THROUGH THIS SYSTEM COMPLIMENT THE INVENTORY SYSTEM AND ALLOW FOR REQUEST TO BE PROCESSED DIRECTLY THROUGH TO THE VENDOR FOR DECREASED WAIT TIMES.
- THIS PROGRAM IS A COST EFFECTIVE TOOL FOR THE ENTIRE TRANSPORTATION DEPARTMENT WITH THE ADDED BENEFIT OF THE POSSIBILITY OF COST SHARING WITH OTHER DIVISION DEPARTMENTS.

MEETING ADJOURNED AT 6:55 PM.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER