

# **INTERLAKE SCHOOL DIVISION**

MINUTES OF THE TRANSPORTATION COMMITTEE MEETING HELD ON MONDAY, MAY 2, 2011 AT 5:30 P.M. AT THE MAINTENANCE AND TRANSPORTATION FACILITY, STONEWALL, MANITOBA.

## **COMMITTEE MEMBERS PRESENT:**

MARK GRINDEY (COMMITTEE CHAIR), SHARON BAKER, DAVE HARCUS

## **COMMITTEE MEMBERS ABSENT:**

ALAN CAMPBELL

## **ADMINISTRATION PRESENT:**

TRANSPORTATION SUPERVISOR, KEN KRULICKI

## **INFORMATION ITEMS**

1. UPDATE JANUARY 17, 2011 COMMITTEE MEETING
  - BUS #21 ROUTE HAS BEEN AMALGAMATED WITH TWO OTHER AREA ROUTES
  - CURRENTLY BUS PLANNER IS PROVIDING VALUABLE INFORMATION TO THE TRANSPORTATION DEPT INCLUDING ACCESSING SYNERVOICE FOR ROUTE UPDATES WHEN NECESSARY
  - PUPIL INFORMATION PAMPHLET HAS BEEN PROVIDED TO STUDENTS THAT HAVE BEEN ISSUED DISCIPLINE WARNINGS
  - REGARDING THE SHOP ENGAGING IN OUTSIDE REPAIR WORK, COPIES OF SIMILAR AGREEMENTS USED IN OTHER DIVISIONS ARE BEING RESEARCHED
  - TRIP CAPTAIN RAISES WERE DEALT WITH AT THE EXECUTIVE LEVEL WITH BOTH PARTIES PLEASED WITH OUTCOMES
2. BUS TENDER / ORDERING
  - MAXIM TRUCK AND TRAILER WILL SUPPLY THE 36, 48, AND 54 PASSENGER SIZE IC BUSES
  - THOMAS BUS MANITOBA WILL SUPPLY THE 66, 72, AND 78 PASSENGER SIZE ALONG WITH WHEELCHAIR UNITS
  - ON ORDER WILL BE THREE 54 PASSENGER BUSES TO COMPLIMENT OUR FLEET AND ROUTE REQUIREMENTS, ALSO TO BE DELIVERED IN MID AUGUST, 2011
3. WHEEL CHAIR BUS ORDER
  - ONE 72 PASSENGER WHEELCHAIR UNIT HAS BEEN ORDERED FOR DELIVERY AFTER JULY 1, 2011 TO THE INTERLAKE SCHOOL DIVISION (I.S.D.)
4. SCHOOLS OF CHOICE TRANSPORTATION POLICY D-2
  - SOC LETTERS WERE SENT TO ALL PARENTS OF STUDENTS AFFECTED BY THE CHANGE TO THE DIVISION POLICY ALONG WITH COPY OF THE POLICY. TO DATE ONE REQUEST FOR FURTHER INFORMATION HAS BEEN RECEIVED
5. WEB SITE DEVELOPMENT
  - ALL POLICY AND PROCEDURES FORMS, AS THEY RELATE TO THE TRANSPORTATION DEPARTMENT, HAVE BEEN GROUPED TOGETHER ON THE INTERLAKE SCHOOL DIVISION WEB SITE TO IMPROVE ACCESS FOR DIVISION EMPLOYEE'S
6. WORK ORDER PROCESSING FOR MECHANICS
  - CURRENTLY ALL WORK ORDERS ARE PROCESSED MANUALLY BY EACH MECHANIC FOR EACH BUS UNIT
  - MECHANICS ACCESS A SOFTWARE PROGRAM THAT ALLOWS THEM TO RESEARCH MAINTENANCE AND UPGRADE INFORMATION ON THE FLEET
  - THIS PROGRAM HAS THE ABILITY TO PRODUCE CLEAR CONCISE WORK ORDERS FOR EACH UNIT BY THE MECHANIC AS THE WORK IS PERFORMED INCLUDING SCANNING ALL PARTS USED FROM THE INVENTORY
  - THIS WILL PROVIDED A CLEAR CONCISE PICTURE OF EACH UNIT HISTORY AND ALLOWS FOR MUCH MORE ACCURATE INVENTORY CONTROL
  - TO ACCESS THIS PIECE OF THE SOFTWARE THE MECHANICS WILL REQUIRE A LAPTOP AT THEIR INDIVIDUAL WORK STATIONS TO IMPROVE EFFICIENCY
  - LASTLY THIS WILL REDUCE TIME INVOLVED IN MONTHLY INTERNAL AUDIT

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**6. WORK ORDER PROCESSING FOR MECHANICS CONTINUED**

**PROPOSED MOTION:**

THE COMMITTEE RECOMMENDS THE EXPENDITURE OF \$4000.00 TO PURCHASE FOUR LAPTOPS TO ENHANCE THE EFFICIENCY OF THE MECHANICS WITH A WORK ORDER PROGRAM

**7. MASBO MEETING APRIL 14<sup>TH</sup> UPDATE**

- TRANSPORTATION SUPERVISOR, KEN KRULICKI PRESENTED THE "DO NOT PASS LEGISLATION" POWER POINT THAT WAS PRESENTED TO THE THREE MEMBERS OF THE MANITOBA LEGISLATURE ASSEMBLY
- THE MANITOBA ASSOCIATION OF BUSINESS OFFICIALS (M.A.S.B.O.) PROVINCIAL TRANSPORTATION REPRESENTATIVE TO MANITOBA PUBLIC INSURANCE (M.P.I.) REPORTED THAT M.P.I. BUS VALUES CURRENTLY DOES NOT COLLATE TO ACTUAL UNIT VALUES. THEY ARE WORKING TOWARDS RECTIFYING THIS CALCULATION
- A FEW MEMBERS OF M.A.S.B.O. WILL BE INVESTIGATING WAYS TO HAVE TRANSPORTATION AND MAINTENANCE SUPERVISORS WORK TOWARDS A DESIGNATION THROUGH DIFFERENT EXISTING TRAINING PROGRAMS AND CREATION OF NEW ONES
- THIS INFORMATION WILL BE TAKEN FORWARD TO THE M.A.S.B.O. ANNUAL GENERAL MEETING IN JUNE 2011
- THE USE OF INTERNAL SCHOOL BUS CAMERAS WAS DISCUSSED AS TO THE IMPORTANCE PLACED ON THE CORRECT USE TO MONITOR STUDENTS

**8. ACCIDENT INVESTIGATION COMMITTEE**

- THE TRANSPORTATION SUPERVISOR IS WORKING WITH THE I.S.D. BUS DRIVERS ASSOCIATION TO CREATE A COMMITTEE COMPRISED OF THREE DRIVERS AND THE TRANSPORTATION SUPERVISOR TO ESTABLISH POLICY AND PROCEDURE TO ASSIST IN THE TIMELY, EFFECTIVE, AND EFFICIENT HANDLING OF ANY / ALL ACCIDENTS AS THEY OCCUR
- RESEARCH INFORMATION FROM RCMP, CANADIAN MILITARY, AND OTHER SCHOOL DIVISIONS IS BEING INVESTIGATED
- MR. CHARLIE AMY, MR. KEN CRAIG, AND MR. TED SPRUYT ARE WORKING WITH MR. KEN KRULICKI

**9. TELEPHONE SYSTEM UPGRADE**

- THE TRANSPORTATION SUPERVISOR PRESENTED A UPDATED FORMAT FOR THE PHONE SYSTEM IN THE BUILDING
- CURRENTLY ALL CALLS ARE RECEIVED THROUGH THE MAIN OFFICE SWITCHBOARD FOR THE TRANSPORTATION SUPERVISOR, MAINTENANCE SUPERVISOR, AND MAINTENANCE ADMINISTRATION PERSONNEL
- THE NEW SYSTEM WOULD HAVE A ROUTER ATTACHED TO THE MAIN NUMBER THAT WOULD ALLOW OUTSIDE CALLS TO CONNECT TO THE PERSON THEY ARE TRYING TO REACH DIRECTLY
- THE OPTION FOR EACH DIRECT LINE WOULD THEN BE TO ANSWER IF THEY ARE AT THE DESK OR HAVE THE CALL ROUTED TO A CELL PHONE OR ALTERNATE FOR IMMEDIATE ANSWER
- THIS SYSTEM COULD ALSO BE IMPLEMENTED FOR THE ENTIRE DIVISION
- TRANSPORTATION SUPERVISOR WILL LOOK INTO CONFIRMED COST AND INFORMATION

**10. EVACUATION PROCEDURE & EVALUATION UPDATE**

- A EVACUATION PROCEDURE MANUAL HAS BEEN PREPARED FOR EACH SCHOOL TO ASSIST IN TRAINING THE TEACHERS AND STUDENTS
- MR. ALLAN WEBB WILL BE APPROACHED TO ASSIST IN TRAINING TWO – THREE DRIVERS THAT WILL IN TURN ATTEND EACH SCHOOL WITH A BUS TO SUPPORT THE TEACHERS IN IMPLEMENTING AN EFFECTIVE BUS EVACUATION DRILL
- THIS PROCESS WILL ENSURE THE STUDENTS ARE GIVEN THE MOST CURRENT SAFETY INFORMATION AVAILABLE
- EVALUATIONS ARE CURRENTLY BEING CONDUCTED WITH DRIVERS AS THEY ARE SCHEDULED TO COMPLY WITH THE PUPIL TRANSPORTATION REQUIREMENTS

**11. QUESTIONS**

MEETING ADJOURNED AT 7:35 PM.

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COMMITTEE CHAIRPERSON

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SECRETARY-TREASURER