

Agenda
Joint Board Consortium
Board Room, York Catholic District School Board
Wednesday, May 1, 2019
4:00 p.m.

1. Call to Order
2. Declaration of Conflict of Interest
3. Approval of the Agenda
4. Approval of the Minutes 1-3
 - October 25, 2018
5. Business Arising
6. Election of Joint Board Consortium Co-Chairs for 2019-2020

Decision Item

- | | | |
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| 7. 2019-2020 Proposed Meeting Schedule and Locations | D. Willis | 4 |
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Information Items

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| 8. 2019-2020 Transportation Budget Report | C. Tupchong | 5 |
| 9. Transportation Software Update | J. Guchardi | 6 |
| 10. School Bus Safety Program | J. Guchardi | 7-8 |
| 11. School Bus Safety Task Force | J. Guchardi | 9-10 |

York Region District School Board (YRDSB)
York Catholic District School Board (YCDSB)

**MINUTES OF THE PUBLIC SESSION
of the
JOINT BOARD CONSORTIUM**

The Joint Board Consortium meeting was held on Thursday, October 25, 2018 at 4:04 p.m. in the Board Room of the York Region District School Board, 60 Wellington Street West, Aurora, Ontario.

PRESENT:

YRDSB Trustees: C. McBain and J. Nathan

YRDSB Staff: J. Fair and W. Muirhead-Toporek

YCDSB Trustees: E. Crowe and C. Cotton

YCDSB Staff: T. Pechovsky and A. Yeung

STSYR Staff: J. Guchardi, D. Willis and C. Tupchong

Presiding: York Region District School Board Chair C. McBain

Recording Officer: E. Forster

Regrets: Trustees T. McNichol (YCDSB) and A. Yeung (YRDSB)

CALL TO ORDER

Committee Co-Chair C. McBain called the meeting to order at 4:04 p.m.

DECLARATION OF CONFLICT OF INTEREST

Committee Co-Chair C. McBain asked any trustee who has a direct personal interest or direct or indirect pecuniary interest in any matter being discussed during the meeting to state their conflict and the nature thereof. No conflicts were declared at this time.

APPROVAL OF AGENDA

(*)1. Moved by E. Crowe, seconded by J. Nathan:

That the agenda be approved as written.

- Carried -

RECEIPT OF MINUTES

(*)2. Moved by C. Cotton, seconded by J. Nathan:

That the minutes of the Joint Board Consortium Meeting of May 2, 2018 be approved as written.

- Carried -

BUSINESS ARISING

Manager, Student Transportation Services of York Region J. Guchardi advised that there has not been an update from the Ministry of Education regarding their New Vision for Student Transportation review.

INFORMATION ITEMS

Revised 2018-2019 Proposed Meeting Schedule

D. Willis, Assistant Manager, Student Transportation Services of York Region (STSYR), provided an update on the revised 2018-2019 Joint Board Consortium meeting schedule. It was noted that the March 6, 2019 meeting has been rescheduled to February 27, 2019 to accommodate a trustee-identified significant faith day.

In response to a trustee question, committee members agreed to assess the need for the February 27, 2019 meeting based on whether there any topics for consideration at that time.

September Start-Up Report

J. Guchardi, Manager, STSYR, provided an update on the September 2018 Start-Up.

To respond to key issues, STSYR has adjusted routes and in some cases, added buses to improve service delivery. It was noted that the Ministry of Education School Bus Driver Retention Bonus Program has had limited impact on driver availability across the province.

In response to trustee questions, staff confirmed that:

- local municipalities provide advance notice to STSYR regarding planned construction projects;
- school bus operators are responsible for reporting delays to STSYR;
- STSYR receives Global Positioning System (GPS) data from vehicles to assist with the monitoring of transportation timeliness, but does not currently have software available to compare planned versus actual arrival times; and
- STSYR has a process in place to reassign routes if there are consistent delays.

Staff noted that the Ontario Education Collaborative Marketplace (OECM) has advised they are reviewing available software programs that may assist boards track planned versus actual arrival times. An update will be provided once the OECM review is complete.

Trustees thanked STSYR staff for their long hours and commitment to supporting student achievement by planning and managing safe and efficient transportation.

Ministry of Education Student Transportation Survey

C. Tupchong, Business Analyst, STSYR, provided an update on the status of the collection of data for the Ministry of Education's annual Student Transportation Report. Some minor changes to the survey were noted including reporting:

- elementary student data;
- attendant monitor costs; and
- the number of transported students within the walking distance of a school.

The survey data will be submitted to the Ministry of Education by the December 14, 2018 deadline.

Inclement Weather Procedures

D. Willis, Assistant Manager, STSYR, provided an overview of the Inclement Weather procedures.

In the event of inclement weather, STSYR staff work closely with YRDSB and YCDSB staff to review weather and road conditions through a variety of sources to determine if school transportation services will be cancelled. The decision is communicated by 6:00 a.m. to media sources and school board staff to ensure timely notice is provided to all stakeholders.

STSYR prepares resource material that is shared annually with schools to support students and families on inclement weather days.

Student safety is the first priority in making a service operation decision.

ADJOURNMENT

The next Joint Board Consortium meeting is scheduled on Wednesday, February 27, 2019 at the York Catholic District School Board.

(*)3. Moved by E. Crowe, seconded by J. Nathan:

That the Joint Board Consortium Meeting Public Session adjourn at 4:36 p.m.

- Carried -

MEMO TO: Joint Board Consortium
FROM: Administration
DATE: May 1, 2019
RE: 2019-2020 Proposed Meeting Schedule and Location

Executive Summary

The purpose of this report is to provide the Joint Board Consortium with a proposed meeting schedule and locations for the 2019-2020 school year.

Background

The Joint Board Consortium meets three times annually.

Recommendation

That the Joint Board Consortium approve the following meeting dates for the 2019-2020 school year

Wednesday, October 23, 2019 at the York Catholic District School Board
Wednesday, March 4, 2020 at the York Region District School Board
Wednesday, May 13, 2020 at the York Region District School Board

MEMO TO: Joint Board Consortium
FROM: Administration
DATE: May 1, 2019
RE: 2019-2020 Transportation Budget Report

Executive Summary

The purpose of this report is to provide an update on budget preparations for Student Transportation Services for the 2019-2020 school year. The budget is comprised of general, administration and operating expenses for the York Catholic and York Region District School Boards.

Budget Preparations

Administration developed the 2019-2020 budgets based on the following factors:

- no additional staff requirements;
- two new schools opening for the York Region District School Board;
- no new schools opening for the York Catholic District School Board;
- fuel cost fluctuations;
- cost increases due to contractual obligations;
- increased service needs for students based on program;
- planned software upgrade costs in the Fall of 2019; and
- routing efficiencies.

Summary

Each Board is responsible for their portion of the operating costs of the Student Transportation Services budget. The administration budget is shared 50/50 between the Boards. The budget estimates reflect current service levels and school board policies.

Board specific budgets will be presented and considered by each Board separately.

REPORT TO: Joint Board Consortium
FROM: Administration
DATE: May 1, 2019
RE: Transportation Software Update

Executive Summary

This purpose of this report is to provide an update on the procurement status of a new routing software by Student Transportation Services of York Region (STSYR).

Background

The Ontario Education Collaborative Marketplace (OECM) issued a transportation routing software Request for Proposal (RFP) on behalf of a number of transportation consortia in the province.

Members of STSYR assisted in the development of the technical requirements for the RFP as well as the scoring of the technical requirement.

The results of the RFP identified two successful vendors; Tyler Technologies Inc. and GeoRef Systems Ltd.

STSYR has initiated a second stage process with a preferred vendor to negotiate rates based on the consortia's specific requirements.

Summary

Contingent upon successful negotiations, implementation of the new software will take place before the end of 2019.

REPORT TO: Joint Board Consortium
FROM: Administration
DATE: May 1, 2019
RE: School Bus Safety Program

Executive Summary

The purpose of this report is to share enhancements to the service delivery model for School Bus Rider Safety Program in York Region.

Background

Rider Safety Page

Student Transportation Services of York Region (STSYR) continues to offer new rider safety information for elementary students.

Three new rider safety videos are now available under the “Safety Programs” tab on the home page of the schoolbuscity.com website.

- [Buzzy the Bee School Bus Safety Rules for First Time Riders](#);
- [Buster Safety Badge Video for Primary Students \(JK-3\)](#); and
- [Soteria’s Safety Video for Junior Students \(4-8\)](#).

The videos explain rules for embarking, riding and disembarking the school bus safely, and what to do in the event of an emergency.

STSYR Safety Initiatives

The Ministry of Education through the Ontario Education Collaborative Marketplace (OECM) issued a Request for Proposal (RFP) for a School Bus Safety Education Program. Intertrain Incorporated was selected as the vendor to provide the program to students throughout the province.

The education program has two components; one funded by the Ministry of Education, and the other funded by school boards. The Ministry will fund training for an in-class education component while school boards provide the funding for a bus evacuation component.

STSYR has issued an RFP for the “on vehicle” school bus evacuation training on behalf of the school boards. STSYR will arrange for local school bus service providers to provide this component of the safety education program.

STSYR Safety Initiatives and Ministry of Transportation Safety Information

- Recommended best practices for JK-1 students
- School bus safety statistics and danger zones around school buses

Summary

STSYR is confident the new initiatives will expand the awareness of school bus education programs and improve rider safety.

Information regarding the program enhancements has been distributed to all elementary school principals. Schools have already started sharing information with parents.

Details of the school bus evacuation training are still being finalized and will be shared with schools in May 2019.

REPORT TO: Joint Board Consortium
FROM: Administration
DATE: May 1, 2019
RE: School Bus Safety Task Force

Executive Summary

The purpose of this report is to update the Joint Board Consortium about the task force on school bus safety being conducted by Transport Canada to consider the usage of seatbelts on school buses.

Background

On October 14, 2018, the Fifth Estate aired a segment regarding the lack of seatbelts on school buses. Since the segment aired, the school bus industry and Transport Canada have come under a great deal of scrutiny.

Despite their safety record, Transport Canada feels school buses can be made safer and have proposed working together with system partners to:

- review existing studies/research and emerging technologies, and
- establish a task force on school bus safety.

The task force includes stakeholders from across Canada including provincial and territorial officials, school board representatives, consortia managers, school bus service providers and safety advocates.

The task force is considering:

- strengthening the evidence base with professional testing data regarding fleet composition and seatbelt use;
- identifying jurisdictions willing to undertake pilot projects regarding seatbelts on school buses;
- developing operational guidance for operators to help ensure seatbelts are used properly and work at all times; and
- options for retrofitting existing fleets with additional safety measures such as seatbelts.

The mandate of the task force is to identify and assess potential measures to improve school bus safety in Canada both inside and outside the bus, with an emphasis on seatbelts.

Summary

A draft guideline for the use of seatbelts has been created by Transport Canada. Consultation with stakeholders is ongoing. Student Transportation Services of York Region staff will receive updates on the work the task force is doing and will share information at a future meeting.