

Transportation Community Consultation Plan

The **Transportation Community Consultation Plan** outlines the process in which Grande Yellowhead will engage with their internal and external stakeholders regarding their current needs, or transportation concerns. The core belief of the Board of Trustees is that it will review all concerns in the best interests of our students in regards to the impact on their education. During the 2011-12 school year, Grande Yellowhead will be reviewing their transportation practices and procedures in order to improve safety and increase the efficiency of its student transportation system. In this regard, Grande Yellowhead will:

- Encourage community engagement by providing opportunities to involve all applicable stakeholders in transportation;
- Keep all interested parties well-informed in advance of all upcoming changes in the area of transportation that may affect or change their child's current route or ridership time; and,
- Provide details of specific communication tools or strategies in multiple ways including the use of local media and the division's website.

It is also the division's intention to conduct a review of their transportation practices and procedures in the Spring of 2012 with possible changes, if any, implemented in the Fall of 2012. More information and regular updates of the division's transportation procedures will be available on the division's website at www.gypsd.ca.

Trustee Key Messages

Grande Yellowhead is looking to:

- address currently identified issues, and ensure processes are in place to discover other potential concerns;
- Determine the possible impact as issues are addressed, before implementation;
- Ensure that the implementation of possible changes are communicated in an effective and timely manner; and
- Put processes in place to ensure that transportation services reflect the Board's three priorities.

Preliminary Stage: Communication

- 1) Place information on the objectives of the **Transportation Community Consultation Plan** in local media in November 2011, and post on the division's website.

Stage One: Current Identified Issues or Concerns

- 1) Initial meetings to establish identified issues or concerns – Senior Administrators:
 - a. What are we currently doing right? What are the successes to date?
 - b. What issues are currently identified?
 - i. Have they been successfully addressed?
 - ii. If not successful, why not?
 - c. Separate into short term vs. long term concerns.
 - d. Group issues accordingly: Is the issue a safety concern, equipment/ mechanical, financial need, efficiency of route issue, student ridership time?
 - e. Is the issue a division concern, multiple family or one parent issue, or specific to a community?

- f. Can the issue be resolved through a current policy or administrative procedure?
 - i. If the current policy or AP is silent on the matter, what needs to be added or amended?
 - g. What communication strategies were used ineffectively and what actions should be taken in order to maximize two-way communication?
 - h. Is there a regular schedule of review for transportation policies and administrative procedures? If not:
 - i. establish a reasonable annual or bi-annual schedule;
 - ii. determine if current practices are in alignment with similar sized school divisions with rural routes.
- 2) Internal meetings to establish identified issues or concerns from Principals, Bus Drivers, Division Transportation staff.
 - 3) Correlate all information into a detailed draft *2011-12 GYPSD Transportation Action Plan* to address issues or concerns, as well as suggested timelines to action and key personnel who are responsible for implementation. Establish measureable objectives to ensure accountability.

Stage Two: **Community Consultation and Action Plan Review**

- 1) Present draft *2011-12 GYPSD Transportation Action Plan* to the Board of Trustees for approval at a Public Board Meeting.
- 2) Communicate the draft *2011-12 GYPSD Transportation Action Plan* through:
 - a. the division's website;
 - b. the local media via radio information spots/ print information;
 - c. divisional submissions in school newsletters;
 - d. other communication tools as appropriate.
- 3) Establish a specific email address to post on division website's for the public to send enquiries or their feedback on the draft *2011-12 GYPSD Transportation Action Plan*. Ensure that the established deadline for submissions is announced.
- 4) Correlate any additional information that is not addressed in the draft *2011-12 GYPSD Transportation Action Plan*. Post FAQs with responses on division's website.

Stage Three: **Final Review and Implementation of Plan**

- 1) Present final *2011-12 GYPSD Transportation Action Plan* to the Board of Trustees for approval at a Public Board Meeting.
- 2) Implement action plan.

Stage Four: **Community Updates**

Spring 2012:

- 1) Present monthly updates on *2011-12 GYPSD Transportation Action Plan* to the Board of Trustees at Public Board Meetings.
- 2) Publicize any changes that affect students directly by ridership times or changes in 2011-12 bus routes in June 2012, or as otherwise directed in the *GYPSD Transportation Action Plan*.