

Seeking SEAC representative for the Student Transportation Working Group (STWG)

Terms of Reference

1. Official Name:

Student Transportation Working Group (STWG)

2. Mandate:

- a. To facilitate ongoing feedback from various stakeholders on concerns and suggestions regarding student transportation services in Toronto.
- b. To provide feedback and/or recommendations to the Toronto Student Transportation Group (TSTG) about student transportation issues.

3. Membership

- a. The committee shall be composed of representatives from the following groups:
 - School Administration (one Toronto Catholic District School Board (TCDSB) & one Toronto District School Board (TDSB))
 - Academic Superintendent (one TCDSB & one TDSB)
 - Parent (one TCDSB & one TDSB)
 - SEAC (one TCDSB & one TDSB)
 - Student Trustee (one TCDSB & one TDSB)
 - School Bus Provider – local
 - School Bus Ontario (SBO) previously Ontario School Bus Association (OSBA) member – not providing service to Toronto
 - TSTG Operations Committee
- b. Depending on subjects being discussed at specific meetings additional representatives may be invited to attend, however, these individuals will attend as guests and not voting members.
- c. Each meeting will be chaired by a member of the TSTG Operations Committee. The chair will be responsible for setting the agenda and providing timely minutes of meeting notes.
- d. Any member unable to attend may appoint a designate in their place. At any time a member wishes to leave the committee they shall advise their respective School Board and /or TSTG so that a replacement can be secured.

4. Decision Making

Where possible, decisions should be made by consensus. When votes are necessary, a simple majority will be sufficient.

5. Meetings:

- a. The Working Group will only be convened upon request and to a maximum of three meeting per school year.
- b. Members must submit any documents to be printed 48 hours prior to the meeting.
- c. Members have the option of attending by conference call. If this is necessary they should inform the meeting coordinator at least 3 days ahead of time so they can make the appropriate arrangements.
- d. Occasionally the meetings may be held by conference call, if necessary.