

AGENDA: 5:30 p.m.

1. Call to Order
2. Approval of the Agenda
3. Report template for Transportation Consortium annual report – discussion
4. Resolution Into Private Session as per the Education Act, Section 207.2 (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee
5. Adjournment



EXECUTIVE REPORT TO GOVERNANCE COMMITTEE

TO: GOVERNANCE COMMITTEE

FROM: Manny Figueiredo, Director of Education

DATE: January 31, 2017

PREPARED BY: Heather Miller, Officer of Trustee Services

RE: Report template for Transportation Consortium annual report

Action ☐

Monitoring ☒

Background:

Staff are bringing forward a revised template for the Transportation Consortium annual report in an effort that the revisions will improve the layout of the report and provide for year to year comparison to highlight the work of Hamilton-Wentworth Student Transportation Services (HWSTS) and the transportation consortium.

Please find attached a draft report utilizing the new template.



EXECUTIVE REPORT TO STANDING COMMITTEE

DATE:

TO:

FROM:

RE: Template: Transportation Consortium Update

Action ☐

Monitoring ☒

Rationale/Benefits:

Hamilton-Wentworth Student Transportation Services (HWSTS) Consortium has established itself to be an innovative, efficient student transportation provider for both partner Boards. With an organizational commitment to continuous improvement and a dedicated staff driving the results we are pleased to share the following update.

Start Up:

The 2016-2017 school year was the eighth start-up for HWSTS. This report provides a preliminary overview of the student transportation solution for the 2016-2017 school year and the associated impacts to both consortium member Boards. Also included are a number of start-up highlights, metrics, comparisons to prior school years and overview of key accomplishments in 2015-2016.

The biggest challenge for the start of this school year was the bus driver shortage which impacted multiple school Boards/Consortiums within southern Ontario. As a result of this shortage, multiple schools experienced service issues relating to late buses/delays.

HWSTS staff worked diligently with school staff and the bus operators to assist in any way possible and to offer temporary routing suggestions/solutions to help minimize the impact on students and schools.

This issue continues to be monitored and bus operators are to log delays into the portal to help minimize the impact on students waiting for service.

2016-2017 Start Up Highlights:

	2016-17 Year	2015-16 Year	Comments (pertaining to 2016-17 year)
Telephone inquiries through the contact centre and TRACS issue software between July and October	4,678		Nearly 8% of these inquiries this year were related to courtesy rider seats.
Fleet Size Increase (or Decrease)	+2 vehicles	+23 vehicles	The increase in fleet size was due to an increase in student ridership needs.
Bus Routes planned to provide service to both Member Boards	178	195	Need explanation about these numbers
Planned taxi students	271	299	A decrease of 28 students for this school year

HWSTS does have bus routes that service multiple schools (multi-tier). The purpose if this is to maximize efficiency where ridership for a particular school is low and it makes sense to combine students on a route to service a number of schools which are close in proximity to one another. The routes are designed for both Member Boards, however, riders are specific to either HWDSB or HWCDSB at each time and never mixed together.

	2016-17 Year	2015-16 Year	Comments - There would need to be an explanation for the increase or decrease in numbers in the above Year-to-Year comparison chart.
Multi-Tier bus routes (overall)	67.6%	70.4%	
Multi-Tier Regular bus routes	78.8%	75.5%	
Multi-Tier Special Needs bus routes	49.7%	61.1%	

HWSTS also provides bus routes that service a single school (single-tier). This school year, the percentage of single-tier bus routes is 32.4%, which is an increase compared to last year (2015-16) which was 29.5%.

2015-2016 (Last School Year) Accomplishments

In addition to supporting daily operations, HWSTS staff also completed a number of value-adding initiatives. While the following list is not exhaustive, it does provide a high level overview of the deliverables from the staff.

Safety Initiatives:

	Last Year (2015-16)	Previous Year (2014-15)
First Rider Sessions for Kindergarten students and parents/guardians/care givers	487	375
On-site bus safety training sessions at HWDSB elementary schools	181	195
In collaboration with Hamilton Police Services, conducted CAA School Safety Patroller training	472	846
Identification tags to Kindergarten students	4200	4200

In addition to the above safety initiatives, HWSTS staff also conducted a “train-the-trainer” CAA Safety Patroller Programs session. This past year, this session was held at the Peel Children’s Safety Village.

There would need to be an explanation for the increase or decrease in numbers in the above Year-to-Year comparison chart.

Technology Enhancement Initiatives: (removed the “boxes” and used bullets)

- Continued data integrity enhancements within routing software and automated assignment procedures
- Maintained daily student data downloads into HWSTS routing software from both Boards’ student information systems
- Continued to enhance and standardize coding structures with the routing software

Operational Enhancement Initiatives: (removed the “boxes” and used bullets)

- Implementation of HWSTS start-up project plan with specific team member responsibilities/timelines and deliverables
- Conducted scenarios and prepared cost estimates to examine transportation impacts to support Member Boards’ program and/or catchment changes
- Supported Boards’ changing school accommodation needs during the school year
- Liaised with Hamilton Street Railway Management to explore future service provisions and ways to enhance collaboration
- Conducted service-based assessment on key issues by stakeholders – bus stops, route times and length of bus runs

Organizational Excellence Initiatives: (removed the “boxes” and used bullets)

- Conducted one school bus driver workshop reaching 220+ bus drivers and staff
- Supported Member Boards with participating at AODA committees
- Conducted HWSTS branding initiatives including a start-up package to all schools
- HWSTS was represented at multiple OASBO student transportation committee meetings/workshops

Looking Ahead:

The 2016-17 school year will continue to present opportunities for HWSTS to provide valuable support services for both of the Member Boards. In addition to maintaining a focus on operational excellence, the HWSTS team will once again be undertaking multiple initiatives to position the organization for future service needs.

From an efficiency perspective, HWSTS will also resume its focus on fleet savings by seeking out future routing savings opportunities to reduce costs for the Boards. As with past initiatives, these scenario-based planning exercises will occur over the winter months with a goal of implementation for start-up 2017.