



<b>Policy Code – Version: G3 – V1</b>	
<b>Policy Name: Communication Network</b>	
<b>Approved</b> by motion of Board on	18/10/2010
<b>Cross Reference</b> G4 - Complaints and Concerns; G9 - Media Relations	
<b>Related Forms</b> OSTA Communications Protocol	

### Policy Statement

1. The Board of Directors, General Manager and staff of the Ottawa Student Transportation Authority shall maintain an efficient internal communications network that ensures mutual awareness on important matters relating to the administration and operation of the Ottawa Student Transportation Authority, and staff.
2. In matters related to transportation concerns, communications shall be handled in accordance with the established "OSTA Communications Protocol" (Appendix A).

### Procedure

1. The General Manager will advise the President of the Board of Directors on matters requiring the attention, understanding and sensitivity of the Ottawa Student Transportation Authority's Board of Directors and Administration.
2. Matters brought to the attention of staff by individual Trustees of member school Boards will be resolved on an individual basis between the General Manager and Trustee, in accordance with the "OSTA Communications Protocol" (Appendix A).