



<b>Policy Code – Version: G15 – V1</b>	
<b>Policy Name: Policy Management</b>	
<b>Approved</b> by motion of Board on	29/10/2012
Revised by motion of the Board on	04/24/2017
<b>Cross Reference</b>	
G14 - Consultation	
<b>Related Forms</b>	
Policy and Procedure Master File	

**Policy Statement**

1. The Ottawa Student Transportation Authority is accountable to students, parents, staff and the community at large, to ensure that transportation services of high caliber are in place and are effective and efficient; that all staff positions are occupied by qualified and competent persons; and that all available resources are used wisely. To achieve these objectives, the OSTA shall establish specific policies to guide the actions of OSTA staff, and shall periodically measure the effectiveness of policy implementation.
2. In general, policies shall be focused statements of the OSTA’s intent, governing principles, or desired results. They shall be broad enough to allow flexibility in dealing with diverse situations, while ensuring consistency, high quality, effectiveness and efficiency of operations.
3. At least once in every four-year term, the OSTA shall establish and/or review its policy management system and set strategic directions for the ensuing four years. This will be an open, consultative process where appropriate. Existing and proposed new policies will be tested against these corporate objectives.
4. All policies will be reviewed at least once every five years.
5. All new policies and/or changes to existing policies are subject to pre-consultation with the OSTA Board of Directors. Should the Board of Director recommend consultations, the procedure and stipulations of OSTA Consultation policy must be followed.

6. Considering the nature of the change to an existing policy, or a proposed new policy, as well as the financial and operational impact of the policy on its stakeholders, approval the OSTA Board of Directors shall approve all new and/or revised policies.
7. A copy of the official version of an OSTA policy shall be accessible to staff and the public at large through the OSTA website and available at the OSTA office.

### **Procedure**

1. Revision of an existing policy and/or a need for a new policy may be initiated directly by a motion of the OSTA Board of Director or by the OSTA General Manager, or through OSTA General Manager as brought to her/his attention by Trustees, School or School Board staff, public, or OSTA staff.
2. Changes to existing policies, or new policies, may be presented directly to the OSTA Board of Directors by the General Manager, or brought forward to the OSTA Policy Review Committee for review and amendment prior to being presented to the Board by the Committee. Policy alignment between OSTA and each school board will also be a key component of the committee's work.
3. Policies and procedures will be in a form which can readily be understood by staff, students, parents, school council members, OSTA staff, and/or any other intended audience. "Jargon" and language unfamiliar to the intended reader should be avoided as much as possible. When using abbreviations or acronyms, these should be explained in previous text.
4. The person responsible for policy management as designated by the OSTA General Manager (hereinafter "Policy Analyst") will assign a code consisting of a pre-fix letter and a number to each policy once approved. The pre-fix letter will show the functional area where the policy will be administered, using the following acronyms:
  - T for Transportation Services
  - G for Governance
  - F for Finance and Administration
  - H for Human Resources
5. Policy Analyst will maintain an Excel spreadsheet register called Policy & Procedure Master File, which contains at least the following information: code, title, version number, approval date, references.
6. Annually, Policy Analyst will provide to the OSTA General Manager a list of those policies which have not been reviewed for at least five (5) years. The OSTA General Manager will review the list to determine what policies will be recommended for review as part of OSTA goals and objectives for the year.

7. Amendments to existing policies may be approved by the OSTA General manager if:
- the policies and their changes are pre-approved by motion of the OSTA Board of Directors, as per the stipulations and conditions of this motion;
  - changes are minor administrative housekeeping issues

The OSTA Board will be kept informed of such changes by the GM.

8. Approval by the OSTA Board of Directors is required for any other new policies or changes not covered in statement 7 above.
9. Consultation with the public, OSTA staff, Board staff, school staff, regulatory bodies, professional associations or others may be required. Such a requirement must be voiced in the pre-consultation with the OSTA Board of Directors pertinent to the policy in question, or in a motion as passed by the OSTA Board of Directors.
10. For fonts and formatting of policies, see Appendix A. For other aspects follow the guidelines below:

a) **Number - General**

Up to ten, the number is written out; above ten numerals should be used. For large numbers, separate thousands by commas, e.g. 1,000,000.

b) **Money**

The full amount should be shown rather than the abbreviation; however, "million" can be used in lieu of 000,000, such as \$10 million. Cents should only be shown where required in a specific amount, e.g. \$6.50. When using monetary figures, the amount per unit of measure should be indicated where appropriate. For example: when referring to rate of pay, the period of payment needs to be added after the amount being paid e.g. \$19.25 per hour, \$700.00 per week, \$65,000 per annum.

c) **Metric system**

Symbols are always singular and take no periods, e.g. 10 g not 10 gs; 20 cm not 20 cms. Symbols are expressed in lower case unless the unit is named after an individual (N for Newton; P for Pascal; 100 kPa