



Operational Services Standing Committee: Terms of Reference

1. Core Committee Functions

- **Student Conveyance**

Ensure accountability and reporting mechanisms are in place to understand and monitor transportation of pupil; along with the maintenance of school board-owned transportation facilities, equipment and vehicles.

- **Property Services**

Ensure accountability and reporting mechanisms are in place to monitor the planning and construction of capital projects, maintenance and custodial services of school board-owned facilities.

- **Health and Safety**

Ensure accountability and reporting mechanisms are in place to oversee the health and safety of all persons using and/or employed in the facilities, vehicles and/or using equipment owned or operated by the school board.

2. Policies

Committee members are expected to be familiar with and understand all current Operational Services policies related to student conveyance, property services, and health and safety.

The committee develops, reviews, and, as appropriate, revises Operational Services policies in accordance with the *Board Policy and Administrative Procedures Development Policy*.

3. Efficient and Effective Operations

The committee will advise the governing board on Operational Services matters pertinent to the efficient and effective operation of the school systems.

4. Strategic Planning and Annual Business Plans

Ensure the appropriate and effective development and implementation of the CCRSB *Annual Business Plan* and applicable strategic planning.

5. Other Relevant Matters and/or Matters Assigned by the School Board

The Committee will be effectively apprised of and/or assigned relevant matters impacting, or potentially impacting, Operational Services within CCRSB.