

<b>Title :</b> <b>Business Continuity Plan</b>	<b>Procedure # : 049</b>	<b>Effective :</b> <b>Nov 2010</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 1 of 7</b>	<b>Next Review:</b> <b>May 2020</b>

<b>Statement</b>	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) requires a plan of action in case an event or sudden event was to render the operation not capable of continuing their daily activities.</p> <p>The Business Continuity Plan (BCP) will minimize the disruption of services to the system if such an event were to occur.</p>
<b>Definition(s)</b>	<p><b>Unexpected Vacancy:</b> any unforeseen vacancy in which an employee is absent from work for a period which would jeopardize the services provided by STSBHN to their customers. The length of time will vary, depending on the role and time of year, as to when the procedure will come into effect.</p> <p><b>Class 1 Disaster:</b> any event or hazard that renders the facility of STSBHN unusable to perform day-to-day operations. Examples include, but are not limited to: extended power outages, extended network outages, and phone systems being inoperable.</p> <p><b>Class 2 Disaster:</b> any event or hazard that results in catastrophic damage to the facility and/ or equipment of STSBHN which does not permit the continuation of day-to-day operations. Examples include, but are not limited to: major fire within the building, major flooding within the building, and extensive burglary/ vandalism.</p>
<b>Procedure</b>	<p><b>Unexpected Employee Vacancy</b></p> <p>In the event that a staff member experiences an unexpected vacancy, the following will occur:</p> <p>Secretary:</p> <ul style="list-style-type: none"> <li>For periods less than two (2) consecutive business days: The Manager of Transportation Services will resume all tasks and responsibilities entrusted to the position. Assistance will be sought from the Lead Board's purchasing department to assist with the processing of purchase orders from school based field trips.</li> </ul>

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<b>Procedure Cont...</b>	<ul style="list-style-type: none"> <li>• For periods greater than two (2) consecutive business days but less than thirty (30) consecutive business days: temporary assistance will be brought in, as per the collective agreement of the Lead Board. The Human Resources department will be contacted and appropriate arrangements made to temporarily fill the position.</li> <li>• For periods greater than thirty (30) days: a temporary position will be posted, in accordance with the collective agreement of the Lead Board.</li> </ul> <p>Transportation Officer:</p> <ul style="list-style-type: none"> <li>• For periods less than thirty (30) consecutive business days: The Manager of Transportation Services will divide the responsibilities of the vacant position and redistribute between remaining Transportation Officers.</li> <li>• For periods greater than thirty (30) days: The Manager of Transportation Services will assess, depending on the time of year, if the assistance of a temporary worker is required. If it is determined that a temporary worker is required, the position will be posted in accordance with the procedures of the Lead Board's Human Resource department. If it is determined that temporary assistance is not needed at the time, the responsibilities will remain divided until further direction is given by the Manager of Transportation Services.</li> </ul> <p>Manager of Transportation Services:</p> <ul style="list-style-type: none"> <li>• For periods less than ten (10) consecutive business days: The Senior Business Official responsible for transportation, at each of the Member School Boards, will take on or delegate all of the tasks and responsibilities entrusted to the position.</li> <li>• For periods greater than ten (10) consecutive business days: The Operations Committee will hold a special meeting and determine if a temporary position should be posted. Should a posting be required, the document will be posted in accordance with the procedures of the Lead Board's Human Resource department. If it is determined that a temporary position posting is not warranted, the Senior Business Officials will continue to take on or delegate all of the tasks and responsibilities of the position until such a</li> </ul>
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<b>Procedure Cont...</b>	<p>all employee personal day-to-day files. The personal drive will be made available to all users once they are re-connected to the Lead Board's network.</p> <p><b>Communication- Class 2 Disaster</b></p> <p>If it is determined that the disaster affecting the location of STSBHN is a Class 2, the Manager of Transportation will first contact, by phone, the Senior Business Official(s) assigned to the Operations Committee and advise them that a Class 2 Disaster has/ is occurring and that STSBHN will be following the DRP procedure.</p> <p>The Manager of Transportation will co-ordinate communication of the situation with the service providers of STSBHN. Contact to this group will be made by either phone or email. Details relating to active phone numbers and extensions that STSBHN can be reached at will be provided at this time. As it is unlikely that any of the former extensions will be immediately available, service providers may use the Manager's cell phone as the primary means of contact unless otherwise instructed.</p> <p>Information will be posted on STSBHN's website as well as the websites of the other member boards. The message will contain details relating to the current situation and approximate timeframes, if known, of when services will return to normal. Details relating to revised phone numbers will also be made available on the website of the consortium.</p> <p><b>Determination of Alternate Location</b></p> <p>As a Class 2 Disaster results in the facility or equipment of STSBHN being in a catastrophic state of disrepair, the recovery effort will be longer term in nature. The Manager of Transportation Services will liaise with the Senior Business Official of the Lead Board to determine what the best location will be for the department to establish an acting place of business until such a time that the original location is determined to be acceptable to re-enter.</p> <p><b>Equipment Collection</b></p> <p>A Class 2 Disaster will result in the majority, if not all, of the equipment contained within the office of STSBHN being</p>
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<b>Procedure Cont...</b>	Services will work with the Supervisor of Purchasing of the Lead Board to procure the required supplies and equipment for STSBHN.
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