

Ministry of Education
School Business Support Branch
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Ministère de l'Éducation
Direction du soutien aux activités scolaires
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Toronto ON M7A 1L2



2011: SB 3

MEMORANDUM TO: Directors of Education

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: February 10, 2011

SUBJECT: 2010-11 Student Transportation Survey

I am writing to inform you that the 2010-11 student transportation survey is now available on the student transportation website.

I would like to extend my appreciation to school boards and transportation consortia for their great effort and support in completing the 2009-10 Student Transportation Survey. The data collected will allow the Ministry to conduct analyses and produce comprehensive and meaningful reports. This information also will be quite useful in assisting school boards and the Ministry in making informed decisions. Individual consortia and summary reports for 2009-10 are now available on the website. The Ministry is also working with an external consultant to conduct additional analysis on the information collected in 2009-10 to produce a comprehensive detailed Provincial report on the landscape of student transportation in Ontario. We anticipate that this analysis will be completed within the next few months.

We will also be incorporating relevant changes into the student 2010-11 transportation survey based on the valuable feedback we have received from the sector. Although there are very minimal changes from 2009-10, there is one key highlight in 2010-11:

Procurement Information

To assist the Ministry's strategy in supporting the sector to become fully compliant with procurement guidelines by the 2013-14 school year, procurement information will now be collected on a go-forward basis. By collecting information such as contract terms and route procurement methods, this will allow the Ministry to monitor the procurement strategies being undertaken locally and across the Province.

Although the Ministry had intended to coordinate the submission of the funding requests for full-day learning with the 2010-11 Student Transportation Survey, we have decided to keep them separate based on the sector's preference.

To assist with reporting, the Ministry is attaching a detailed ***Instructions Document***. **Before proceeding with completing the survey, we ask that each consortium read this *Instructions Document* as it has been updated to reflect changes in this year's survey and it contains detailed information about how the data should be reported.**

We request each consortium and board to review and validate data for completeness and accuracy before submission. Completeness and comparability of information are essential for analysis and decision-making for all stakeholders. Thorough quality assurance efforts will be undertaken by Ministry staff in order to maintain integrity and accuracy of information. If there are items that need to be addressed following the submission review by Ministry staff, consortia representatives will be contacted to confirm and/or clarify these items. Only when these issues have been addressed to the satisfaction of Ministry staff, will the submission be considered complete.

The due date for submission of the completed 2010-11 Student Transportation Survey is **May 31, 2011**. This deadline should allow consortia and boards to reasonably estimate their expenditures for the entire school year. To submit your survey, please e-mail the completed files to student.transportation@ontario.ca and copy the appropriate approval authority at the member school boards to indicate sign-off on the submission. The ***Instructions Document*** will provide further details on submission protocol.

If you have any questions regarding the survey, please contact David Ragona at 416-325-8617 or david.ragona@ontario.ca.

Thank you for your continued cooperation.



Cheri Hayward

cc. Superintendents of Business
Transportation Managers