



KINGS TRANSIT DISABILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE:

- 1.1 The Disability Advisory Committee is established for the purpose to advise, assist and provide recommendations to Kings Transit on all matters relating to accessible transportation provided by Kings Transit Authority.
- 1.2 Education of the public and drivers to increase awareness on transit issues surrounding people with Disabilities.

2. REPORTING STRUCTURE:

- 2.1 The Committee's recommendations on matters described in these terms of reference shall be given to the General Manager of Kings Transit, who will do any of the following:
 - 2.2 Carry out the recommendations.
 - 2.3 Forward recommendations to the Kings Transit Authority board, or to any other body that may have jurisdiction over the area of concern.
 - 2.4 Refer recommendations back to the Committee with the concerns or objections from the General Manager or Kings Transit Authority board for further consideration by the Committee and,

3. COMMITTEE DUTIES

3.1 Reporting Procedures:

- 3.2 The Committee will submit an Annual Report to the Kings Transit board two (2) months prior to the Annual General Meeting. The Annual Report will summarise the year's activities, recommendations, policy reviews and general assessment of the accessible service provided.
- 3.3 Following the Annual General Meeting, the Committee will distribute copies of the Annual Report to the various municipal and provincial

transportation advisory committees, and to any other interested organizations, as requested.

4.0 **REVIEW POLICIES AND SERVICE LEVELS:**

4.1 The Committee is responsible for creating and reviewing Kings Transit accessible transportation policies and service standards, and to recommend changes as required maintaining a high quality service:

4.2 The Committee, in liaison with Kings Transit, is to review and make specific recommendations, as necessary, on the following subjects:

- a. Short term and long term planning on accessible transportation
- b. Compliance with National / Provincial Service Standards.
- c. Accessible service compliments, complaints and suggestions.
- d. Accessible low floor bus service offered by Kings Transit.
- e. Accessible vehicle design.
- f. Cleanliness and safety conditions of accessible vehicles used by Kings Transit including methods used to secure wheelchairs and scooters in transit.
- h. Specialized driver training.
- i. Passenger safety issues.
- j. Public information matters concerning assessable transpiration.
- k. Any other matters on issues affecting the quality of service which the Committee deems essential to accessible transportation service provided by Kings Transit.

5 **COMPOSITION:**

5.1 The Committee shall be made up of any interested members from the public and organizations with a vested interested in serving the disabled community as well as the General Manager of Kings Transit and a board member from the Kings Transit Authority Board.

5.1 The Committee shall advertise annually for new members.

5.1 The Committee shall have a chairperson, vice-chairperson and secretary whom shall be nominated annually by the committee.

6. **MEETINGS**

- 6.1 The Committee will meet regularly with a minimum of four (4) meetings a year. Meetings will be called by the Chairperson.
- 6.3 A quorum shall consist of fifty percent (50%), plus one (1), of the active committee members.
- 6.3 The Committee may invite resource people to sit on subcommittees to provide expertise on specific items of interest
- 6.3 Minutes shall be kept by the secretary for all meetings and shall be made available to any interested parties.
- 6.3 Any resignation from the Committee shall be tendered in writing to the Chairperson.

Approved: _____ Date:
Chairperson
Kings Transit Disability Advisory Committee

Approved: _____ Date:
Chairperson
Kings Transit Authority Board

Created: