

HISAR SCHOOL STAFF TRANSPORTATION SERVICES COMMITTEE OPERATIONS DIRECTIVE

Article 1: PURPOSE OF THE DIRECTIVE

The purpose of this directive is to establish the Hisar School's Transportation Services Committee and to determine the operation method, authorities, and responsibilities of the committee.

Article 2: PURPOSE OF THE COMMITTEE

The purpose of the committee is to carry out the necessary work, evaluate the suggestions and solve the problems that arise in these matters in order to ensure that the transport service of Hisar School staff during the morning arrival to work and evening arrival to home is carried out in the most reliable way.

Article 3: ESTABLISHMENT OF THE TRANSPORTATION COMMITTEE

Committee members will include 15 people as follows;

- i. Financial and Administrative Affairs Director
- ii. Human Resources Manager
- iii. Purchasing Officer
- iv. Campus Technical and Internal Services Officer-2
- v. Senior management determined by the supplier company and two administrative personnel
- vi. Consists of 11 members, including 3 Hisar personnel, 1 representing the Anatolian side, and 2 representing the

European side. Depending on the agenda, the members of the committee may invite different participants to the meeting apart from the members mentioned above. In the distribution of duties among the members, the Chairmanship of the Committee is held by the Hisar School Director of Financial and Administrative Affairs, and the clerical duty, responsible for preparing, sharing, and archiving the agenda and minutes of the meeting, is carried out by Hisar School Campus Technical and Internal Services Officer. The term of office of the committee members is one year and the committee members are re-determined at the beginning of each academic year. The members may be reappointed at the end of their term in office. All members have equal voting rights.

Problems submitted to the service committee are responded to within 5 working days.

Article 4: CONVENING AND FUNCTIONING OF THE COMMITTEE

The Committee may convene at the periods specified below, and when necessary, outside of its regular schedule, provided that all members are notified at least one week in advance. If a committee member does not attend the meeting, he/she appoints an official instead.

Committee Meeting Periods;

- 1.Meeting Budget period for March
- 2.Meeting Budget period for June
- 3.Meeting Last week of August
- 4.Meeting First week of September
- 5.Meeting The meeting principles of the Committee in the second week of September are summarised below.

- i. The meeting may take place only with the participation of the absolute majority of the members,
- ii. The meeting agenda is prepared and the agenda is sent to the committee members five (5) working days before the meeting by the secretary member,
- iii. Committee members are expected to attend the meeting prepared for the agenda,
- iv. Minutes of the meeting are kept by the secretary and archived in a folder accessible by each member.
- v. The chairman of the committee informs the Executive Board about the decisions taken by the committee.

Article 5: DUTIES OF THE COMMITTEE

- i. To take decisions to make the necessary improvements by evaluating the **Annex 1**-rules/principles document and **Annex 2**-route boundary map prepared for the development and protection of the quality of the transport service provided to the employees of Hisar School by the contracted transport company at the end of each academic year, to make the necessary improvements, to submit it to the approval of the Hisar School Executive Board and to execute its implementation.
- ii. To follow the applicable legislation of the Istanbul Metropolitan Municipality (UKOME-Transportation Coordination Center) and the Ministry of National Education in relation to the transportation services offered to school/institution students and to fulfill the requirements set out by the said legislation.
- iii. To evaluate the suggestions or complaints received from users who benefit from the transportation services, to follow up with these, and to give feedback to the relevant people.
- iv. To carry out their activities under the Hisar School Executive Board and to inform the Executive Committee especially in the first and last quarter of the academic year.

Article 6 - EVALUATION OF SUGGESTIONS AND DECISION-MAKING

Committee members appointed by school administrations are authorized to take decisions in accordance with their duties as defined above. When the Committee takes decisions by voting, Hisar School administrators are represented by one (1) vote, full-time employees who benefit from Hisar School transport service are represented by one (1) vote (the relevant employee representative of each route according to the agenda item) and supplier company members are represented by one (1) vote.

Since the contract made between Hisar School and the supplier company before the start of the academic year is binding on the parties, new proposals to be submitted to the decision of the Committee can be evaluated in the last quarter of the academic year, which is the contract renewal period. At the end of the evaluation period, the Parties may proceed with the implementation of the proposed change within the possibilities. If the proposed amendment cannot be implemented due to the terms of the contract and the budget discipline of the organization, the parties shall provide justified reasons.

Article 7: ENFORCEMENT

This directive takes effect with the approval of the Hisar Education Foundation Board of Directors and the Committee starts its work.

Article 8: EXECUTION

The provisions of the directive are executed by the General Manager. General Manager reports to the Founder Representative on all provisions mentioned herein.

STAFF TRANSPORTATION SERVICES COMMITTEE MEMBERS	
1-President	Financial and Administrative Affairs Director
2- Secretary	Campus Technical and Internal Services Officer
3- Secretary	Campus Technical and Internal Services Officer
4- Member	Purchasing Officer
5- Member	Human Resources Manager
6- Member	European side full-time employee representative
7- Member	European side full-time employee representative
8- Member	Anatolian side full-time employee representative
9- Member	Transport Services Supplier representative
10- Member	Transport Services Supplier representative
11- Member	Transport Services Supplier representative

ANNEX 1 : Staff Transport Services Rules

ANNEX 2 : Personnel Transport Services Route Map (the outermost boundaries where service can be provided)

This directive takes effect with the decision of the Hisar Educational Foundation Board of Directors dated 03.10.2018, numbered 2018/12, and will be applied from the 2019-2020 academic year.