



OPERATIONS, LOGISTICS AND SECURITY COMMITTEE *(to incorporate Information Technology)*

TERMS OF REFERENCE

1. Constitution

The Board hereby resolves to establish a Board committee to be known as the Operations, Logistics and Security Committee.

2. Objective

The purpose of this Committee is to provide direction and leadership on the functional responsibilities detailed below.

3. Membership

The committee shall be appointed by the Board. All committee members shall be independent non-executive directors of the company. The committee shall consist of not less than three (3) members.

The quorum of the Committee shall be two members.

4. Attendance at Meetings

The Committee shall meet monthly. Management invitees shall be the Deputy Managing Director – Operations; Deputy Managing Director – Engineering & Technical Services; Information & Technology Manager and any other Department Head required by the Committee as it becomes necessary.

The Company Secretary shall be the secretary of the committee.

5. Advisers

The Committee is authorised by the Board to seek appropriate professional advice inside and outside the group as and when it considers this necessary.

6. Duties and Responsibilities

Operations, Logistics and Security

1. Establish in conjunction with management and review the performance targets to be achieved by each depot.
2. Review the policies, which directly affect the Company's security and bus operations.
3. Review the technical and physical infrastructure required for effective bus operations, passenger comfort and security.
4. Review the information provided to passengers.
5. Review the findings of the various surveys carried out to determine and measure the effectiveness of the service provided by the Company.

6. Review and assess accidents, revenue leakage and matters of security, on a quarterly basis.
7. Review accident reports and request enquiries into accidents involving vehicles owned and/or operated by the Company pursuant to the Grievance Procedures & Disciplinary Code.
8. Review accident trends and use this to inform the accident prevention programme.
9. The Committee shall set out policies concerning all aspects of public passenger security within the KMTR and to ensure that such policies are consistent with international standards.

Information Technology

1. To ensure effective and secure utilization of technology within the corporation
2. Evaluate, and advise with respect to, the direction of the corporation's technological evolution
3. Oversee effective protection of the corporation's intellectual property.
4. Recommend technology and procedures to meet the corporation's financial and regulatory obligations with respect to privacy, data retention and data protection.

Engineering & Maintenance

1. The Committee shall review technical reports and recommendations for improvements on the performance of the buses to ensure that the manufacturers are advised accordingly and warranty honoured in a timely manner.
2. The Committee shall also review recommendations for the replacement of an addition to the fleet and equipment and disposal of damaged buses and equipment.
3. The Committee will ensure that issues with telecommunication, scheduling, rostering and vehicle location systems, as well as, the requirements for terminals, lay - byes, bus stops, bus lanes and priority access for buses and the need to ensure that the traffic plans for the Kingston Metropolitan Transport Region (KMTR) give priority to public transport.
4. The Committee shall ensure that special emphasis is be placed on representation to the MTM and the National Works Agency (NWA) on road infrastructure matters.