

# **BUS** industry **SAFETY** council

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## **Bus Industry Safety Council**

### **STANDING RULES OF OPERATION** as of October 20, 2016

#### **Rule 1. Name and Mission**

Section 1.01 **Name:** The organization shall be named the Bus Industry Safety Council, abbreviated “BISC”.

Section 1.02 **Mission:** The mission of BISC shall be to continually raise the level of safety in the intercity bus and motorcoach industry through collaborative efforts of professionals in a workshop and educational environment.

#### **Rule 2. Membership and Standards of Conduct**

Section 2.01 **Membership:** Membership is open to an organization or individual bus and motorcoach operators, vendors, suppliers, trade associations, industry consultants, government agency officials and other affiliated individuals.

Section 2.02 **Anti-Trust Guidelines:** BISC members shall follow anti-trust guidelines and associated laws, rules and regulations that govern participation in an industry association.

Section 2.03 **Name and Logo Use:** Approval from the BISC Executive Director must be obtained prior to the use of the BISC name and/or logo; and prior to dissemination of any information to BISC members or outside parties.

Section 2.04 **Recommendations and Endorsements:** Neither BISC, nor any of its members while representing BISC in any capacity, shall recommend or endorse any products, services, programs, materials or the like that are offered for sale. Likewise, any sponsorship agreements with BISC do not constitute a recommendation or an endorsement of products or services for sale by those sponsors.

Section 2.05 **Conflicts of Interest:** BISC members shall avoid any conflicts of interest that could compromise the objectivity of BISC, or bring any type of discredit to BISC. Members shall abstain from voting on any matters where they may have a conflict of interest.

Section 2.06 **Disciplinary Review:** Organization or individual members will be considered in good standing while they maintain these Standards of Conduct. A violation of these Standards will result in a disciplinary review. Membership privileges may be revoked at the discretion of the BISC Executive Director.

### **Rule 3. Governance**

Section 3.01 **Oversight and Administration:** BISC is an independent bus and motorcoach safety advisory council affiliated with the American Bus Association. ABA shall provide administrative support and pay the administrative expenses of BISC. All matters involving any expenditure of money, external affairs, or statements of policy shall be subject to review and prior approval by ABA.

Section 3.02 **Executive Director:** The Executive Director of BISC shall be an employee of, and be appointed by the ABA. The Executive Director shall serve on Executive Committee; be the chief executive and administrative officer of BISC; shall coordinate, oversee, direct, and execute as required the meetings, programs, policies, budget and work product of BISC; and shall compile and maintain a roster of the members in good standing.

Section 3.03 **Coordination with the Strategic Safety Committee:** The ABA's Strategic Safety Committee shall review the issues being dealt with by BISC to ensure consistency with the goals and policies of the ABA.

- Section 3.04 **Liability Insurance:** ABA shall provide and incur the expense of liability insurance for BISC Officers to cover the performance of their duties on behalf of BISC and shall keep such insurance in effect during the term of each such Officer. ABA shall ensure the amount of liability insurance coverage is sufficient to cover reasonable litigation claims, defense costs and liabilities for the work product of BISC.
- Section 3.05 **Risk Reduction:** BISC members are expected to cooperate as necessary with ABA or their legal counsel to minimize liability risks posed by any matters under consideration by BISC.

#### **Rule 4. Executive Committee**

- Section 4.01 **Executive Committee:** The business of BISC shall be organized, coordinated, and led by an Executive Committee, with oversight by the Executive Director. The role of the Executive Committee shall be to help BISC improve bus and motorcoach safety in keeping with the BISC Mission Statement.
- Section 4.02 **Executive Officers and Duties:** The Executive Officers of BISC shall be selected from among bus or motorcoach operator members in good standing, and shall consist of:
- a) Chairman: who shall Chair all BISC Executive Committee and General meetings of BISC
  - b) Vice-Chairman: who shall assist the Chairman; and in the absence of the Chairman shall serve as Chairman
  - c) Secretary: who shall record and transmit minutes of Executive Committee and General meetings; who shall assist the Chairman and Vice-Chairman; and in the absence of the Chairman and the Vice-Chairman, shall serve as Chairman
  - d) Immediate Past Chairman: who is an ex officio member of the Executive; and in the absence of the Secretary, shall serve as Secretary.

Section 4.03 **Executive Committee Members:** The Executive Committee is comprised of:

Voting Positions:

- Chairman
- Vice-Chairman
- Secretary
- Chairmen and Vice-Chairmen from each Standing Committee
- Bus Manufacturer representative
- Supplier representative
- Insurance Industry representative
- At-Large Members appointed as needed by BISC Chairman (max of two)

Non-voting Positions:

- Government Agency representative
- ABA Strategic Safety Committee Chairman
- BISC Executive Director
- ABA/BISC General Counsel

Section 4.04 **Meetings:** The Executive Committee shall meet bi-annually in conjunction with the BISC Summer and Winter general membership meetings.

Additional meetings of the Executive Committee may be held from time to time as needed, including meetings via teleconference or the internet.

The Executive Committee in coordination with the Executive Director shall organize, coordinate, and hold bi-annual meetings of the general membership consisting of a Summer Meeting held in June each year in the Washington, D.C. area, and a Winter Meeting held in conjunction with the ABA's Marketplace event.

The Executive Committee shall organize, coordinate, and facilitate sessions, presentations, and/or workshops at the Summer and Winter Meetings as needed.

Additional meetings of the general membership may be held from time to time as needed, including meetings via teleconference or the internet.

Section 4.05 **Executive Committee Member Removal:** An Executive Committee member who has missed three or more consecutive meetings may be removed by a vote of two-thirds of the Executive Committee.

An Executive Committee member may be removed for any reason by a vote of two-thirds of the Executive Committee.

## Rule 5. Standing Committees

Section 5.01 **Standing Committees:** BISC shall establish and maintain five Standing Committees which will focus their work on different areas of bus and motorcoach safety:

Government Activities Review Committee – Helps achieve industry consensus on regulatory safety issues. The committee will review industry recommendations and best practices to help achieve regulatory compliance.

Human Performance Committee - Addresses driver safety and health, performance, recruitment and retention issues, and best practices for bus company employees. The committee also reviews currently available training materials and develops new training materials based on industry needs.

Security Committee – Improves the security of the motorcoach industry by reviewing and improving existing programs and developing security-related industry outreach materials. The committee reviews preparedness, resiliency, mitigation, information-sharing, and response of the motorcoach industry to security threats.

Vehicle Technical Operations Committee – Addresses aspects of vehicle engineering and maintenance and serves as a liaison with manufacturers of motorcoaches and component parts. The committee develops best practices for maintenance and creates other materials.

Workplace Health and Environmental Safety Committee – Identifies, alerts and advises membership to emerging regulatory issues and industry best practices to improve safety compliance and performance. The committee also reviews safety practices and available products in the bus and motorcoach industry, develops training and educational programs and materials on industry safety practices and regulatory issues, and fosters professionalism in providing safety services to the bus industry.

Section 5.02 **Standing Committees Officers:** The officers of each Standing Committee are:  
Chairman: who shall be selected from among bus or motorcoach operator members in good standing, and who shall Chair all Committee meetings and review/approve all work and material produced by the Committee.  
Vice-Chairman/Secretary: who shall record and transmit minutes of Standing Committee meetings; who shall assist the Chairman; and in the absence of the Chairman shall serve as Chairman.

Section 5.03 **Standing Committee Members:** All BISC members are encouraged to associate with, support, and attend at least one of the Standing Committees.

Section 5.04 **Meetings:** The Standing Committees shall hold Committee meetings with interested BISC members from time to time as needed, including meetings in person, via teleconference, or via the internet.

The Standing Committees shall receive, research, workshop, and respond to “Assignment Requests” assignments made by the Executive Committee.

As requested by the Executive Committee, the Standing Committees shall organize, coordinate, and facilitate sessions, presentations, and/or workshops for the Summer and the Winter General Membership Meetings.

## **Rule 6. Elections, Voting, and Assignments**

Section 6.01 **Elections:** The Executive Committee positions of Secretary, Chairman of each Standing Committee, Bus Manufacturer Representative, Supplier Representative, and Insurance Industry Representative are elected positions with two year terms.

To foster continuity and the transition of Executive Committee members, terms will be staggered with four positions coming due one year, and the other five positions coming due the following year. Individual terms may be occasionally reduced to one year at the discretion of the Executive Director to accomplish this stagger.

Elections shall be held yearly at a time and by a method as determined and administered by the Executive Director. The successful candidates will be those who receive the most number of votes. Terms shall begin on the day following the BISC Winter Meeting.

Section 6.02 **Nominations:** Nominations for Executive Committee positions shall be submitted to, and vetted by a Nominating Committee, consisting of three persons appointed by the BISC Chairman. Nominees shall be BISC members in good standing, have a connection with and some experience in the bus & motorcoach industry, be available to attend meetings, and be willing to carry out the work assigned to them.

Section 6.03 **Vacancies:** Executive Committee vacancies may be filled at any time by special vote organized by the Executive Director. The successful candidate elected shall serve the balance of the term of office of the vacancy.

Section 6.04 **Voting:** Members in good standing are eligible to vote in the election of Executive Committee representatives, and other occasional BISC matters under consideration. However, Government and Trade Association members are not eligible to vote.  
Additionally an organization member shall have only one vote, and shall appoint one representative to cast their vote.

Section 6.05 **Executive Officer Succession:** At the completion of their two year term, the Chairman becomes the Immediate Past Chairman for a two year term assignment; and the Vice-Chairman becomes the Chairman for a two year term

assignment; and the Secretary becomes the Vice-Chairman for a two year term assignment.

Section 6.05 **Executive Committee Position Assignments:** The Government Agency Representative is assigned by the Chairman and shall serve during the same two year term.

The At Large Member position(s) are assigned by the Chairman as needed and shall serve for a term at the discretion of the Chairman.

The Strategic Safety Committee and General Counsel representatives are ABA assignments.

Standing Committee Vice Chairman/Secretary positions are assigned by their respective Chairman and shall serve during the same two year term.

## **Rule 7. Amendments**

Section 7.01 **Amendments:** These Standing Rules may be amended by a majority vote of the Executive Committee at a meeting for which at least five days prior notice was provided, subject to approval by ABA.

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These "BISC Standing Rules" were reviewed and approved by vote at the BISC Executive Committee on October 20, 2016