

Community Board Member, Alberta Transportation Safety Board

Alberta Transportation, Calgary and Edmonton. It is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal. Diversity and inclusion are valued and supported on the boards of Alberta's public agencies.

The Minister of Transportation is seeking applications from individuals interested in serving as a public member of Alberta Transportation Safety Board.

The Board conducts driver conduct review hearings and appeal hearings in Edmonton and Calgary. Candidates are required to indicate their location preference.

The Alberta Transportation Safety Board (ATSB) is established under Part 2 of the Traffic Safety Act and is an independent, quasi-judicial body which conducts driver conduct review and appeal hearings in the interest of public road safety.

The ATSB is the final administrative authority for operator licence reinstatement through mandatory driver review hearings for drivers whose driving records have become cause for concern relating to public safety, including those driving under the Graduated Driver Licensing program.

The ATSB also hears appeals under the Alberta Administrative Licence Suspension, Immediate Roadside Suspension, Alberta Zero Alcohol/Drug Tolerance, and Vehicle Seizure programs.

The ATSB functions as the appeal body for decisions made by, or on behalf of, the Registrar of Motor Vehicle Services (Transportation), relating to driver training schools, driver instructors, driver examiners, vehicle inspection stations, vehicle inspection technicians, and safety fitness certificates, including carrier safety ratings. It is also responsible for appeals of decisions and actions taken under the Railway (Alberta) Act and the Dangerous Goods Transportation and Handling Act.

As a board member, you will represent the interests of the citizens of Alberta and be accountable to the Board Chair and the Minister, to make Alberta roads as safe as possible. Board members will understand and be committed to a board governance model and have an understanding of relevant policies and procedures.

Hearings are held concerning firms or individuals referred by the courts, police, the Registrar of Motor Vehicle Services (Transportation), or the Minister of Transportation. The ATSB's hearing processes deal with specific offences under the Traffic Safety Act, the Dangerous Goods Transportation and Handling Act, the Highways Development and Protection Act and the Railway (Alberta) Act. The ATSB is the final administrative authority for operator licence reinstatement through mandatory driver review hearings for drivers whose driving records have become cause for concern relating to public safety. Board members adjudicate on issues of commercial carrier compliance with the National Safety Code, operating authority requirements and individual's compliance with driver licensing privileges pertaining to suspensions and reinstatements. Decisions and actions relating to the safe operation of short-line railways in the province also fall under the Board's mandate.

Skills and Experience Required

Candidates must possess excellent communication skills, be fair and open-minded and have the ability to exercise sound judgement while working to achieve consensus. The ability to interview people and

make judicious decisions is essential. Candidates must have an exemplary driving record, good computer skills, and the ability to accurately key in statements using a laptop while hearings are in progress. Experience working in the criminal justice system, the transportation industry or on boards/tribunals would be an asset.

Remuneration and Time Commitment

There is no salary attached to these positions; however, members are remunerated by honoraria for days of service. Remuneration is in accordance with Appendix 3, Schedule 1, Part A of the Committee Remuneration Order OC 466/2007:

- \$164 for up to and including four hours in any day; or
- \$290 for over four hours and up to and including eight hours in any day; or
- \$427 for over eight hours in any day, spent on the business of the Board.

Honoraria is subject to review. Compensation is also paid for eligible travel and training expenses.

- The Board conducts appeal and driver review hearings in Calgary and Edmonton.
- Board members sitting in Calgary and Edmonton must be available to sit four to six full days per month, Tuesday to Thursday.
- To help ensure responsible spending of public funds and avoid excessive travel expenses, the ATSB endeavours to recruit candidates for recommendation from communities at or near the location they will be required to sit for hearings.
- Depending on the type of hearing, the Board sits two to three members for each hearing.

Position Profile

Please see the attached Position Profile for more information on this opportunity and a detailed list of responsibilities

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=582&print&DPP>

In addition to your cover letter and resume, we require a biography. Click

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=582> to download the biography form.

Once the forms are completed, save them to your PC. When you click on submit application, you will be prompted to upload additional documents. Drag and drop or upload your completed biography form into the 'Drop files below or click to upload' section.

Contact Information

Bram Marshall, Secretary to the Board

780-415-0677 bram.marshall@gov.ab.ca

Main Floor Twin Atria; 4999 - 98 Avenue, Edmonton AB T6B 2X3

Carefully read the Recruitment Posting and the Position Profile to ensure this is an appropriate opportunity for you. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements.

Online applications are preferred. To apply, click on the 'apply' button, create or sign into your account in the ePAAS system; upload your resume, view the listing under Current Opportunities and click on 'submit application'. The uploaded resume will be automatically attached.

Provide a short 4 line biography using the Biography template found under additional documents section. Your biography should include your name, current work experience, board/committee experience and relevant education. Please note that biographies may be edited for length and clarity.

Once your biography and other required form(s) are completed, save it to your PC. When you hit 'submit application', you will be prompted to upload additional documents. Drag and drop (or upload) your completed cover letter, biography and other form(s) into the 'Drop files below or click to upload' section before clicking the 'apply' button.

If you are unable to apply online, please submit a cover letter and resume, quoting the recruitment posting competition number, to the contact provided on the posting. We thank all applicants for their interest. All applications will be reviewed to assess which candidates' qualifications most closely match the agency's requirements. Only those selected for interviews will be contacted to advance to the next step in the appointment process. You can check the status of each competition on-line at <https://www.alberta.ca/public-agencies.cfm>.

All potential candidates will be screened for potential conflicts of interest. Please Note: Successful applicants will have the following information about them made publicly available on the Public Agency Secretariat Website: name, biography, public agency, and position title.

Closing Date: August 4, 2018. Job ID #582

<https://www.alberta.ca/public-agency-opportunity.cfm?appt=582>