

ALBERTA TRANSPORTATION SAFETY BOARD

**BOARD MEMBER APPOINTMENT PROCESS,
REQUIREMENTS AND QUALIFICATIONS**

1. Overview

- 1.1 The Alberta Transportation Safety Board is a quasi-judicial body responsible for conducting hearings in the interest of public safety. 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 Board's hearing processes deal with specific offences under the *Traffic Safety Act*, the *Railway (Alberta) Act.*, and the *Dangerous Goods Transportation and Handling Act*.
- 1.2 Board Members will represent the interests of the citizens of Alberta and be accountable to the Board Chair and the Minister of Transportation, to make Alberta roads as safe as possible.
- 1.3 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.
- 1.4 Decisions and actions relating to the safe operation of short-line railways in the province also fall under the Board's mandate.
- 1.5 With the exception of the Chair, Board member positions are part time.
- 1.6 Board members are appointed through an Order in Council on the recommendation of the Minister of Transportation.
- 1.7 There is no salary attached to this position; however members are remunerated by honorarium for days of service. Members also receive compensation for eligible travel and training expenses.

2. Application and Interview Process

- 2.1 Candidates are recruited through open competition.
- 2.2 Position advertisements are posted under Public Agencies on the Government of Alberta Website and may also be placed in local print media.

- 2.3 Alberta Transportation's Human Resources Branch screens candidates according to the requirements and qualifications of the position and sets up candidate interviews.
- 2.4 Interviews are conducted by the Board Chair, the Secretary to the Board and a representative from each of the Office of the Minister of Transportation and Alberta Transportation's Human Resources Branch.
- 2.5 Candidates are rated in accordance with the Interview Rating Guide set out by Alberta Transportation's Human Resources Branch.

3. **Board Member Requirements and Qualifications**

- 3.1 Board Members are required to:
 - (a) understand and be committed to a Board governance model;
 - (b) have an understanding of relevant legislation, policies and procedures;
 - (c) possess excellent communication skills;
 - (d) be fair and open-minded;
 - (e) have the ability to exercise sound judgment while working to achieve consensus;
 - (f) have the ability to interview people and make judicious decisions;
 - (g) have good computer skills.

4. **Additional Qualifications**

- 4.1 Experience working in the criminal justice system, the transportation industry or in community organizations is an asset.

5. **Conditions of Appointment**

- 5.1 A Board member must:
 - (a) have an exemplary driving record;
 - (b) have no criminal record;
 - (c) comply with the Board Member Code of Conduct;
 - (d) not be involved in obtaining employment involving remedial education, counseling or treatment which may be prescribed as a required condition of licence reinstatement for a driver under review;
 - (e) not hold material interest in a business offering remedial education, counseling or treatment which may be prescribed as a required condition of licence reinstatement for a driver under review.