



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

<b>ADMINISTRATIVE PROCEDURES</b>	
<i>Administrative Procedure Section</i> <b>TRANSPORTATION</b>	<i>Policy Number</i> <b>1003</b>
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## **ADMINISTRATIVE PROCEDURE TITLE**

Route Operation

### **1.0 ADMINISTRATIVE PROCEDURE**

#### **1.1 Bus Pick-up and Drop-off Points - All Bus Routing**

- (a) Pick-up and drop-off points are designated by the Transportation Authority subject to appeals for review to the Transportation Authority.
- (b) Pick-up and drop-off points are not to be changed, added, or deleted without authorization from the Transportation Authority.
- (c) A bus driver is not to allow a pupil to get off the bus at other than the pupil's regular stop without written authorization from the school principal or authorization from the Transportation Authority.
- (d) Each pupil is to have a regular pick-up and drop-off point. Pick-up and drop-off points can be different morning and afternoon, but both points must be within the pupil's school attendance boundary and on an existing bus route (check with the school principal to determine pupil's school attendance boundary). Furthermore, this must be consistent five days a week for the school year.
- (e) Bus drivers change frequently and variation from an established pick-up and/or drop-off pattern leaves room for error and will not be allowed except as provided in item 3.2 (a), (b) and (c) within Policy 1003, Route Operation.
- (f) In the event that a driver arrives at a designated stop and the student who is regularly met by a parent or guardian is not met, the driver shall radio the operator for assistance. The operator and/or, where contacted, the school will attempt to locate the parent or guardian. If there is considerable delay, the driver shall hold the

student and complete the route. The Transportation Authority should be notified at this time. If the operator and/or the school are unable to contact the parent or guardian by the time the driver has completed all other stops, then the police shall be contacted and arrangements made for the safe transfer of the student.

### 1.2 Arrival Time at School

- (a) Establishing appropriate arrival times at school is important to ensure the safety of students. Arrival times must comply with reasonable timing of staff supervisory responsibilities.
- (b) Situations where students are dropped off too early or too late for classes should be avoided. Principals, drivers, and administration are requested to work co-operatively in establishing appropriate pick-up and drop-off times.
- (c) The Transportation Authority shall ensure that bus operators receive this schedule prior to the commencement of classes in September.

### 1.3 Late Busing

- (a) Late busing may be provided for the use of students in secondary schools on a limited basis to encourage students to participate fully in secondary school life and to assist all students to get help from teachers after school. The parent or guardian is ultimately responsible for transporting students from school to home beyond the regularly scheduled school bus route times if students are participating in after school academic or extra-curricular activities. However, it is also recognized that students who participate in after school programs, and who are bused to secondary schools, may need some assistance in getting home later than the regular school bus runs.
- (b) A budget may be established annually for the provision of late busing for each secondary school. All schools, in cooperation with the Transportation Authority, must operate within the budget.
- (c) Each school principal, or designate, in consultation with representatives of staff, students, and the parent or guardian of bused students, shall consult with the Transportation Authority to determine:

- (i) when the buses will run,
  - (ii) the routes to be traveled – designed to get students as close as possible to home – generally within seven to ten kilometres (7 - 10 km.) if practicable, and/or
  - (iii) when a hearing shall be granted to any person affected who may have a serious complaint regarding late busing.
- (d) All dealings with operators will be by the Transportation Authority which shall establish routes, determine the carrier and the rates.
- (e) After a period of time any bus starting a late run shall be a minimum of one third ( $\frac{1}{3}$ ) full (e.g. twenty-two (22) students on a sixty-six (66) passenger bus), or the route may be discontinued at the recommendation of the school principal and with the approval of the Transportation Authority.

#### 1.4 Inclement Weather Transportation

- (a) During the course of the school year, it is recognized that, from time-to-time, schools may need to respond to inclement weather emergencies.
- (b) Schools shall be open and operational to accommodate students on all instructional days regardless of weather conditions, unless otherwise approved by the Director of Education, or designate.
- (c) Annually, each school shall develop and refine a school plan to address inclement weather emergencies. These procedures shall be shared with the school council and communicated to the parent or guardian. The school's Inclement Weather Plan shall include procedures as follows:
- (i) copies of appropriate current Board policies and administrative regulations;
  - (ii) hard copy of current bus lists, route numbers, operators, and drivers;
  - (iii) updated student emergency contact information including alternate drop-off site if the parent or guardian is not home, and applicable telephone numbers;
  - (iv) lists of designated radio stations and telephone numbers for the school's area and which will annually be provided to the school by the Transportation Authority;

- (v) sample newsletters or announcements to parent(s) and guardian(s) regarding actions in the event of inclement weather and containing a reminder that route delay and cancellation information will be available on the Transportation Authority's webpage;
  - (vi) for secondary students, the action to be taken in the event of cancellation of transportation on an exam day;
  - (vii) confirmation of arrangements for students who normally walk to/from school;
  - (viii) reminder to parent(s) and guardian(s) that if, in the event of a bus route cancellation, they transport their child(ren) to school in the morning, they are responsible for transporting their child(ren) home at night;
  - (ix) a mechanism to address school procedures if the only staff on site due to inclement weather are non-teaching staff; and
  - (x) a mechanism to ensure staff coverage at school for the time equivalent to the completion of the last bus route.
- (d) The Board recognizes the right of parent(s) and guardian(s) to use their discretion in addressing student attendance at school during inclement weather. In those situations where transportation is not provided for bus students due to inclement weather, and parent(s) or guardian(s) deliver their child(ren) to the school, the parent(s) and guardian(s) are responsible for the return transportation of the child(ren).
- (e) The principal shall communicate to parent(s) and guardian(s) the procedures in the event of an individual bus route being cancelled, several bus routes being cancelled, or, in cases of early dismissal, buses being brought in to transport children home before the end of the normal school day.
- (f) It is expected that parent(s) or guardian(s) will provide and maintain necessary emergency information to assist the school in an appropriate response on behalf of their child(ren) to emergency inclement weather situations.
- (g) If, due to inclement weather, student transportation services are affected, the following procedures will apply:

- (i) In the case of localized, individual route cancellations, for the morning bus run the decision to cancel an individual bus route is the responsibility of the bus operator. The operator will inform the appropriate radio station or stations of this decision and, where applicable, post notice of the cancellation(s) on the Transportation Authority's webpage.
  - (ii) In the case of area-wide or single school cancellation of routes, the bus operator or operators can elect to cancel all of the routes. The operator or operators will inform the appropriate radio station or stations and, where applicable, post notice of the cancellation(s) on the Transportation Authority's webpage.
  - (iii) In the case of regional cancellation of routes (i.e. county or family of schools areas), all routes may be cancelled by the Superintendent of Business and Finance, or designate. The Transportation Authority, on behalf of the Superintendent of Business and Finance, or designate, shall ensure that radio stations are notified of such cancellations and, where applicable, the information is posted on the Transportation Authority's webpage.
  - (iv) In the case of system-wide cancellation buses, the Director of Education, or designate, shall approve and direct that radio stations shall be notified of these cancellations and, where applicable, the information is posted on the Transportation Authority's webpage.
- (h) From time to time, due to reasons such as inclement weather, it will be necessary to dismiss a school or schools early. In such circumstances, the following procedures are to be followed:
- (i) If an individual school is considering dismissing bus transported students, normally by 10:30 a.m., due to inclement weather, the principal shall consult with the Transportation Authority and the appropriate superintendent of schools prior to doing so. The principal shall ensure that any child who is unsure if there is a care giver at home is aware of the alternate site to which her/she is to go. The principal shall record this data.

- (ii) Upon approval and subsequent notification by the school principal, the Transportation Authority shall notify the appropriate bus operator or operators to arrange transportation to return affected students to their homes.
- (i) A sample summary of area radio stations, to be updated and provided annually to schools by the Transportation Authority, through which specific route or school cancellations are to be reported, are listed in Appendix A to this Administrative Procedure.

**2.0 TERMS AND DEFINITIONS****3.0 REFERENCES/RELATED DOCUMENTS****4.0 RELATED ADMINISTRATIVE PROCEDURES**

AP-TRAN-1001, Student Eligibility  
AP-TRAN-1002, Bus Operator Contracted Services  
AP-TRAN-1004, Safety and Conduct on School Buses  
AP-TRAN-1005, Accidents and Injuries on Buses  
AP-TRAN-1006, Student Safety

**5.0 RELATED FORMS**

Administrative Procedure AP-TRAN-1003, Route Operation, Appendix A, Area Radio Stations

**6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

May 2017

**7.0 APPROVED BY BOARD**

October 24, 2006

**8.0 EFFECTIVE DATE**

May 22, 2012

**9.0 REVIEW BY**

Business and Finance Services  
Transportation Authority

**10.0 LAST REVISION DATE**

May 22, 2012