



BOARD ADMINISTRATIVE PROCEDURE	
ADMINISTRATIVE PROCEDURE <b>Route Operation</b>	ADMINISTRATIVE PROCEDURE NUMBER <b>1303</b>
Directional Policy <b>1300 – Student Transportation</b>	

**Title of Administrative Procedure:**

Route Operation

**Date Approved:**

2021

**Projected Review Date:**

2026

**Directional Policy Alignment:**

1300 – Student Transportation

**Alignment with Multi-Year Strategic Plan:**

The Route Operation Administrative Procedures support our Vision for achieving excellence in Catholic Education by establishing consistent, transparent and equitable processes for determining the operation of routes established for transportation services from home to school.

This Vision calls the Board to these Strategic Priorities

<https://www.pvnccdsb.on.ca/our-board/vision-mission-and-strategic-priorities/>

## **Action Required/Guidelines:**

This administrative procedure provides guidance with respect to:

- Late Bussing
- Summer School Bussing
- Inclement Weather
- Use of Public Transportation
- Bus Pick-up/Drop Off Locations
- Hazard Zones
- Request for Review of a Bus Stop Location

## **General**

The Board will work cooperatively with its coterminous school boards in sharing routes and vehicles between students of the coterminous Boards where it can be demonstrated that the resulting routes are safe and financially efficient.

Except in special circumstances, bus routes will be arranged so that students are not transported for a length of time greater than that set out in the parameters of the Transportation Directional Policy. As well, transportation may be provided either within or outside of the defined walking distances, as set out in the parameters of the Transportation Policy, where the Transportation Authority has determined there is a hazard zone within the defined walking distance.

Buses operating on a single route basis are intended to arrive not earlier than fifteen (15) minutes before school commencement. However, buses operating on a double route basis are timetabled to arrive not earlier than necessary.

Where feasible, the Board will utilize staggered start/finish times to facilitate transportation cost efficiencies. School communities affected by a proposed change, where the change is greater than 10 minutes, will be offered an opportunity to comment and provide feedback in advance of a proposed change. Changes to hours must be mutually approved by the Director of Education, or designate, and the Transportation Authority. In the case of shared bus runs, the Transportation Authority will serve as intermediary in coordinating staggered school hours between the Board and other boards involved.

Bus routes, including Board approved late bus runs, summer school bussing, and board approved shared bussing, are to be established by the Transportation Authority prior to the school year beginning in September, and no changes may be made by service providers without prior consultation with the Transportation Authority.

## **Late Bussing**

Late bussing is an optional service for the Board and, where feasible, will be shared among coterminous Boards where there is shared bussing. The intent of late bussing is to provide a service, primarily to rural secondary students, to assist students that are participating in after school academic or extra-curricular activities. The parent/guardian is ultimately responsible for transporting students from school to home beyond the regularly scheduled bus route times.

Secondary school principals, with the approval of the Superintendent of Business & Finance, wishing to establish a limited number of late bus routes should submit their requests to the Transportation Authority in advance of the school year beginning. Secondary school principals will consult with the Transportation Authority to determine:

- i) When the buses will run and/or
- ii) The routes to be traveled – designed to get students as close as possible to home (generally within 7 to 10 km)
- iii) Whether there are sufficient students to warrant late bussing (a minimum of one-third of a regular school bus on a consistent basis)
- iv) The means by which the school will have a contact person available/on-call until late runs are completed in the event of a related emergency.

## **Summer School Bussing**

Summer school bussing is an optional service provided at the discretion of the Board and, where feasible, will be shared among coterminous Boards where there is shared bussing. When it is deemed necessary, appropriate routes and a corresponding budget will be determined by the appropriate superintendent responsible for summer school and the Transportation authority.

## **Inclement Weather**

Schools are open and operational on all instructional days, regardless of weather conditions, unless otherwise approved by the Director of Education or designate. Parent/guardians will use their discretion in addressing student attendance during inclement weather, as it is recognized that transportation services will be impacted during inclement weather. In those situations where transportation is not provided for bus students due to inclement weather, and a parent/guardian delivers their child(ren) to the school, the parent/guardian is responsible for the return transportation of the child(ren).

Where transportation services are impacted by inclement weather, the following applies:

- i) In the case of localized, individual route cancellations, the decision to cancel an individual morning bus run is the responsibility of the bus operator. The operator will inform the appropriate station or stations of this decision and post notice of the cancellation on the Transportation Authority webpage.
- ii) In the case of area-wide or single-school cancellation of routes, the bus operator or operators can elect to cancel all the routes. The operator will inform the appropriate radio station or stations of this decision and post notice of the cancellation on the Transportation Authority webpage.
- iii) In the case of regional cancellation of routes (i.e. county) all routes may be cancelled by the Superintendent of Business & Finance, or designate. The Transportation Authority, on behalf of the Superintendent of Business & Finance, shall ensure that radio stations are notified of such cancellations and that the cancellations are posted on the Transportation Authority's webpage.
- iv) In the case of a system-wide cancellation of buses, the Director of Education, or designate, shall approve and direct that radio stations shall be notified of these cancellations and the information be posted on the Transportation Authority webpage.

## **Public Transportation**

Wherever feasible, practical and cost-effective to do so in place of contracted school bus providers, the Board may utilize municipal public transportation to transport students from Grade 7 to 12 that are eligible for transportation services.

## **Bus Pick-Up/Drop-Off Locations**

Pick-up/drop-off locations are designated by the Transportation Authority at safe and appropriate locations, with consideration for the number of students assigned to a stop, and are not to be changed, added, or deleted by bus operators without authorization from the Transportation Authority. Pick-up/drop-off locations will be established within the parameters established in the Transportation Policy, and shall not normally be designed to provide door-to-door services.

Each student is to have a consistent pick-up and drop-off point, within the student's school attendance boundary. Consistent student pick-up/drop-off transportation service shall be defined as one (1) fixed location for all school days for the school year. The location for pick-up for all school days for the school year may be different from the location for drop-off for all school days for the school year, but must be on the same route. Requests for access to a second (different) bus will be denied.

For further clarification, the pick-up/drop-off must be consistent five days a week for the school year. (see Administrative Procedure 1301: Student Eligibility regarding alternate arrangements for Child Care and Joint Custody Arrangements).

The bus operator's responsibility for the supervision of students transported on contracted vehicles will commence with the students' entrance onto the school bus/vehicle and will end with the students' exit from the vehicle at the designated stop location.

### **Parents/guardians are responsible for:**

- i) ensuring the safe conveyance of students on their way to the stop location.
- ii) ensuring the safety and security of students while waiting at the stop location until boarding the vehicle.
- iii) ensuring the safety and security of students after disembarking the vehicle at the drop-off location when returning from school.

Students will not be allowed to disembark from a school bus at a stop that is not their regular drop-off point. Exceptions to this procedure may occur where written authorization from the Transportation Authority or the school principal has been provided to the bus driver in advance.

Primary students (those being in Grades JK to 3) will not be allowed to disembark at their designated stop if a parent/guardian is not there to meet them. In rare circumstances, and with the written direction of the parent/guardian, an older sibling can take the place of the parent/guardian.

If no parent/guardian is present at the designated stop, the bus driver will contact their operator for assistance. The operator and/or, where contacted the school, will attempt to locate the parent/guardian. If there is a considerable delay, the driver shall hold the student and complete the route, (and then return to the school). The Transportation Authority is to be notified at this time. If the operator and/or the school are unable to contact the parent/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.

## **Hazard Zones**

It is the responsibility of the Transportation Authority to:

- i) identify hazard zones when planning for bus stops and
- ii) collaborate, when necessary, with municipal/provincial authorities when seeking input, confirmation or feedback related to hazard zone identification.

Hazard zone areas may necessitate a bus stop being placed at a location other than at or near a student address if it is deemed unsafe to stop in such close proximity to the address. The prime factor considered in assessing bus stops in relation to hazard zones is maintaining the safety of the students and the bus driver already on the bus prior to approaching a hazard zone.

Subject to the Transportation Authority's objective assessment, related stops will be placed at a safe location as close as may be reasonable to student residence locations but not in the hazard zone area itself.

## **Request for Review of a Bus Stop Location**

The Transportation Authority is responsible for selecting bus stop locations within the service area in accordance with walk-to-stop distance parameters. Door to door service is not typically provided. Whenever possible, community collector stops are used.

Community collector stops are located in areas accessible by a number of students. Students are assigned to the closest community stop based on their primary address. The distance is calculated on the geometrics planning software between the place of residence and the bus stop based on the shortest distance on a road network and may include municipal walkways.

Generally, school bus stops will not be located in areas such as cul-de-sacs or dead end streets. Nor do school buses enter private property and roads, such as long rural driveways, gated communities and townhouse/apartment complexes.

The Transportation Authority reserves the right to determine if the roadway is suitable for travel, given road conditions and necessary space requirements factoring in turning radius of large school vehicles.

Parents/guardians are responsible for the safe conveyance of their children to and from their designated pick-up/drop-off location. Parents/guardians may submit a written appeal regarding the pick-up/drop off location established for their child under the following circumstances:

- i) Where special needs or medical circumstances for the student interfere with the student's ability to get to, or safely remain at, a designated stop.
- ii) Where the Transportation Authority may not be aware of a hazard zone in the area of the designated stop.
- iii) Where the Transportation Authority may not be aware of a hazard along the walking route to the designated stop

When submitting a request for a review of a bus stop location to the Transportation Authority, parents/guardians must provide specific safety concerns. The request will be reviewed by the Transportation Authority, which may consult with various agencies (local police force, Ontario Provincial Police, municipal officials, etc.). A review may also include a site inspection of the bus stop location and the walking route by the Transportation Authority with the parent/guardian if available. The Transportation Authority decision is final and not subject to further review.

The timeliness of the response from the Transportation Authority will be dependant on the volume of requests that are received at any one time. During high volume periods, like September and early October, parents/guardians can expect that the review and the communication of a decision to those requesting the change may take up to 4 weeks.

## **Responsibilities:**

### **The Board of Trustees is responsible for:**

- Reviewing this Administrative Procedure to ensure its alignment with the Transportation Directional Policy
- Reviewing the Route Operation Administrative Procedure as part of its regular policy and procedures review cycle.
- Assisting parents/guardians with transportation concerns by receiving inquiries and forwarding to the Superintendent of Business and Finance or delegate for response.
- Making decisions regarding reconsiderations/appeals when a delegation comes forward after subordinate levels of the process have been completed.

### **The Director of Education is responsible for:**

- Overseeing implementation of the Route Operation Administrative Procedure
- Making decisions regarding reconsiderations/appeals when subordinate levels of the process have been completed.

### **Superintendent of Business and Finance is responsible for:**

- Acting as delegate of authority for Director of Education in matters of reconsideration/appeal.
- Providing support and decisions to the Transportation Authority in interpreting and resolving conflicts brought forward from parents/guardians.

### **Superintendents are responsible for:**

- Forwarding route operation related matters to the appropriate Transportation Authority or to the Superintendent of Business and Finance.

### **Principals are responsible for:**

- Directing inquiries regarding transportation route operations to the appropriate Transportation Authority
- Ensuring that the student information system contains up to date contact information for parents/guardians so that timely contact can be made for transportation concerns or emergencies

- Establishing a mechanism to ensure staff coverage at the school for the time equivalent to the completion of the last bus route
- Ensuring appropriate information regarding transportation is easily accessible in the event of emergencies, or inclement weather. This includes student emergency contact information, bus lists, route numbers, and operator contact information.

**Parents/Guardians are responsible for:**

- The safe conveyance of the student(s) to bus stop locations prior to pick-up and following drop-off
- The safe conduct of the student(s) prior to pick-up and drop-off at bus stop locations
- Updating their school administration on a timely basis if there are changes to the family status/situation that would impact provision of transportation services
- Completing appropriate documentation/communications (paper-based or electronically) where there is a review requested of a bus stop location.

**Progress Indicators:**

- Inquiries from parents/guardians and requests for reconsiderations are addressed in a timely manner
- Resolution of inquiries from parents/guardians are resolved by the Transportation Authority with minimal intervention by Board administration.

**Definitions:**

**Hazard Zone**

Factors assessed in considering a hazard designation include but are not limited to the following:

- Railway crossings
- Congested traffic at shopping and/or business areas
- Requirement to cross multi-lane highway
- Requirement to cross a municipal bridge that is deemed hazardous
- Expected heavy traffic conditions at various times during the day
- Presence or absence of traffic control signals

- An uncontrolled intersection and areas with no sidewalks or shoulders
- On-going construction within a new subdivision where construction traffic and the un-assumed nature of the roadways may warrant a concern.

**Transportation Authority:**

For the jurisdictions of the Board in Peterborough, Northumberland and Clarington, the transportation authority is Student Transportation Services of Central Ontario (STSCO), through its Chief Administrative Office. For the City of Kawartha Lakes, the transportation authority is Trillium Lakelands District School Board through its Transportation Supervisor.

**References:**

Administrative Procedure 1301 – Student Eligibility

STSCO Customer Service Request:

Parent login required to access on [www.stsco.ca](http://www.stsco.ca)

TLDSB Service Request:

For guidance review info at FAQ at: [www.tldsb.ca/parents/bus-information/](http://www.tldsb.ca/parents/bus-information/)