



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES

Administrative Procedure Section
TRANSPORTATION

Policy Number
1003

Administrative Procedure Number
AP-TRAN-1003

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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 Student Transportation Services subject to appeals for review to Student Transportation Services.
- (b) Pick-up and drop-off points are not to be changed, added, or deleted without authorization from Student Transportation Services.
- (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 Student Transportation Services.
- (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. Student Transportation Services 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) Student Transportation Services 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 Chief Administrative Officer, 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 Chief Administrative Officer 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 Chief Administrative Officer who 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 Chief Administrative Officer.

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 are included in Appendix A to this Administrative Procedure;
 - (v) sample newsletters or announcements to parent(s) and guardian(s) regarding actions in the event of inclement weather;
 - (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. Student Transportation Services will be informed of the cancellation within one (1) hour following school opening.
 - (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. Student Transportation Services will be notified within one (1) hour following school opening.
 - (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 Superintendent of Business and Finance, or designate, shall ensure that radio stations are notified of such cancellations.
 - (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.
- (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 Chief Administrative Officer 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 Chief Administrative Officer, or designate, shall notify the appropriate bus operator or operators to arrange transportation to return affected students to their homes.

- (i) Area radio stations 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****5.0 RELATED FORMS**

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

6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

October 2008

7.0 APPROVED BY BOARD

October 24, 2006

8.0 EFFECTIVE DATE

October 24, 2006

9.0 REVIEW BY

Student Transportation Services of Central Ontario

10.0 LAST REVISION DATE