



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

<b>BOARD POLICY</b>	
<i>Policy Section</i> <b>TRANSPORTATION</b>	<i>Policy Number</i> <b>1003</b>
<i>Administrative Procedure Number</i> <b>AP-TRAN-1003</b>	<i>Page</i> <b>1 of 5</b>

## **POLICY TITLE**

Route Operation

### **1.0 PURPOSE**

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to providing safe, effective, and efficient student transportation.

### **2.0 POLICY**

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board that bus routes, including Board approved late bus runs, summer school busing, and Board approved shared bussing, be established by Student Transportation Services of Central Ontario (Student Transportation Services) prior to school opening in September, and that no changes shall be made without prior consultation with Student Transportation Services.

### **3.0 GUIDELINES**

#### **3.1 Length of Time on Buses**

- (a) Except in special circumstances, Junior Kindergarten to grade six (6) pupils should not be transported on the bus for more than one (1) hour.
- (b) Except in special circumstances, grades seven (7) and eight (8), and secondary school pupils should not be transported on the bus for more than one (1) hour and thirty (30) minutes.
- (c) Buses operating on a single route basis should be timetabled to arrive not earlier than fifteen (15) minutes before school commencement.

- (d) Buses operating on a double route basis should be timetabled to arrive not earlier than necessary.

### 3.2 Consistent Bus Pick-up/Drop-off Location

- (a) Within existing routes, consistent student pick-up/drop-off transportation service shall be defined as one (1) fixed location for all school days for the school year. However, 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.
- (b) Where there is documentation of a family separation and legally acceptable joint custody, alternate pick-up/drop-off points may be established no more frequently than week about (week being defined as Monday to Friday) i.e. pick-up and drop-off from the residence of one (1) parent for one (1) week and pick-up and drop-off from the residence of the other parent for the alternate week under the following conditions
  - (i) residences must be within the same school catchment area,
  - (ii) available space on the bus,
  - (iii) no additional cost to the Board,
  - (iv) signed legal separation agreement on file at the school,
  - (v) both residences must be on existing bus routes,
  - (vi) existing bus stops will be used if possible,
  - (vii) only two (2) residences will be considered,
  - (viii) annual approval filed and approved by the principal and school superintendent,
  - (ix) changes to the originally approved request may not be approved, and
  - (x) students must be nine (9) years of age by 1 September and able to determine the correct bus that they are to embark to their appropriate residence each day.
- (c) Any other exceptions for emergencies must be approved by the school principal, or designate. Any exceptions on a special occasion event basis must be submitted in writing, in advance, and approved by the school principal, or designate.

### 3.3 Staggered School Hours

- (a) The Board, where feasible, will utilize staggered start/finish times to facilitate transportation cost efficiencies. The hours must be mutually approved by the appropriate superintendent and Student Transportation Services.
- (b) In the case of shared bus runs, Student Transportation Services will serve as intermediary in co-ordinating staggered school hours between the Board and other boards involved.

### 3.4 Shared Bus Routes

With the inception of Student Transportation Services of Central Ontario in February of 2005, the Board will henceforth work co-operatively with the Kawartha Pine Ridge District School Board in providing efficient, safe, and effective student transportation. Student Transportation Services will plan and implement bus routes and transportation systems which are in full accordance with this goal and which may include the sharing of routes and vehicles between students of both Boards.

### 3.5 Late Busing

- (a) Late busing is optional for the Board and, where feasible, should be shared among Boards where there is shared bussing.
- (b) Where secondary school principals, with the approval of the Board, wish to have established a limited number of late bus routes, they should submit their requests for the next school year to Student Transportation Services as soon after school closing as possible.

### 3.6 Summer School Busing

The provision of summer school busing will be at the discretion of the Board. When it is deemed necessary, appropriate routes and a corresponding budget will be discussed between the appropriate superintendent of schools, schools, and Student Transportation Services.

### 3.7 Inclement Weather Transportation

- (a) It is the policy of the Board that 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.

- (b) Transportation services will inevitably be impacted during inclement weather and, therefore, the Board acknowledges the right of parent(s)/guardian(s) to use their discretion in addressing student attendance at school during inclement weather.
- (c) Annually, each school shall develop and refine a school plan to address inclement weather emergencies. These procedures, including transportation contingencies, shall be shared with the school council and communicated to parent(s)/guardian(s).

### 3.8 Public Transportation

Wherever feasible and practical, the Board may utilize municipal public transit to transport students in place of regular contracted school bus service.

## 4.0 TERMS AND DEFINITIONS

## 5.0 REFERENCES/RELATED DOCUMENTS

Administrative Procedure AP-TRAN-1003, Route Operation

## 6.0 RELATED POLICIES

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

## 7.0 RELATED FORMS

## 8.0 APPROVED BY BOARD

October 24, 2006

**9.0 EFFECTIVE DATE**

October 24, 2006

**10.0 POLICY REVIEW DATE**

October 2008

**11.0 REVIEW BY**

Student Transportation Services of Central Ontario