

EASTERN SCHOOL DISTRICT

BOARD REGULATION

SUBJECT: **Designating and Evaluating School Bus Routes**

DATE OF ADOPTION: April 14, 2004

EFFECTIVE DATE: **April 14, 2004**

SUPERSEDES: Previously Part of Policy EEA

CROSS REFERENCE:

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1. On a yearly basis prior to June 30, or at any other time throughout the year should conditions change, the Transportation Supervisor or designate shall conduct an efficiency review of bus routes. This review is based on a review of the written route information provided by the school bus driver and principal. The principal and the bus driver will be consulted if there is a significant change in the bus route. Upon request, the Transportation Supervisor will evaluate individual bus stops for safety concerns. On a rotational basis, routes will be reviewed at least every five years to ensure the safest and most efficient transportation system.

Notice will be given to parents prior to any change greater than fifteen minutes in time of bus pick up or drop off. Where changes significantly increase the time for a student to be transported, parents will be given 14 days notice by letter or phone call prior to the changes in routing. In the event of an emergency, or by mutual consent of parents and the Transportation Supervisor, routing changes will not require prior notice. Throughout the year the principal and bus driver must report changes to route and/or changes involving bussed students to Transportation Services on the prescribed form.

2. Students who are provided transportation services will board school buses at stops designated by the Transportation Supervisor in consultation with the principal(s) or designate and bus driver(s) involved. Stops will be designated with the safety of students as the primary concern. In the designation of bus stops, every effort will be made to establish a reasonable walking distance between collection points. The walking distance to a bus stop will not normally exceed 500 metres. The criteria for designating stops is included in the publication *Safe Location for School Bus Stops a Practical Guide*.
3. Students may be required to transfer between buses to reach their final destination. Transfer locations will be determined by the Transportation Supervisor in consultation with the principal(s) involved.

4. All bus drivers must provide secure and adequate parking, as approved by the Transportation Supervisor. For those drivers employed or transferring after April 22, 1998, the parking location shall not be more than eight (8) kilometres from the beginning of the bus route. The bus route will begin where the Transportation Supervisor approves the pick-up of the first student. During the school day, buses are to be parked at their base school unless the Transportation Supervisor authorizes an alternative parking arrangement which has been requested using the approved form.

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