

REGULAR STUDENT TRANSPORTATION

Background

The Supervisor of Transportation is responsible for the scheduling and routing of all bus routes in the Division. This shall be done in a consultative manner.

Procedures

1. Routes will be designed to eliminate as many turn around points as possible and to maximize the carrying capacity of each bus. No bus will be overloaded. Additional routes will be established only when the maximum carrying capacity of the existing route has been reached or is imminent.
2. Authorized bus stops will be located at convenient places where students may board and get off, cross highways and await the arrival of buses with the utmost safety permitted by road conditions. The following factors are to be considered:
 - 2.1 Avoid, whenever possible, the need for students to cross a main highway or major road to load or unload.
 - 2.2 Avoid, if possible, steep hills, sharp curves or switchbacks, narrow bridges, railway crossings, or any other hazardous situation that could affect the safety of the bus or students.
 - 2.3 Avoid turn arounds if possible; if required, the Supervisor of Transportation is to ensure that the parent/landowner provides turn arounds that are adequate in size and are properly maintained.
 - 2.4 Avoid, if possible, locating a bus stop on an active oil access road or industrial site.
3. The bus driver shall establish a schedule for their route within one (1) week of the beginning of school. The bus driver will arrange their schedule to ensure that the bus arrives at the school based on the times specified by the Supervisor of Transportation.
4. The driver shall also provide the Division with a phone number at which the driver can be reached in case of emergency.
 - 4.1 The bus driver has the responsibility to notify parents regarding time schedules and variations of time schedules.
 - 4.2 Maps, student lists and bus route information forms are to be returned to a Division Office within five (5) school days following the first day of classes.

5. Requests for regular student transportation are to be made using the appropriate form Administrative Procedure Form 551-1 Bus Transportation Request or Administrative Procedure Form 551-2 Meadow Lake Bus Transportation Request when applicable.

Reference: Sections 85, 87, 121, 194, 195, 196, 197 Education Act
The School Division Administration Regulations 45, 48
The Highways and Transportation Act
The Traffic Safety Act

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