
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: EEAB
Policy Title: Bus Routes
Cross Reference: EEA
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL BE RESPONSIBLE FOR ESTABLISHING AND REVIEWING BUS ROUTES WHICH WILL PROVIDE A SAFE AND EFFICIENT MEANS OF TRANSPORTING ALL ELIGIBLE STUDENTS TO AND FROM SCHOOL.

REGULATIONS

1. The Board retains ownership of all bus routes, and will endeavor in all cases to select qualified contractors who will meet the required standards.
2. The Board may contract routes to individuals and/or companies to provide the required service.
 - 2.1. Contractors will be required to enter into a transportation contract.
 - 2.2. The Transportation Contractor is responsible for the efficient and effective day-to-day operation of all student transportation within the division.
 - 2.3. The transportation contract shall not assign, transfer, or subcontract any of the contractor's rights, burdens, duties, obligations, or responsibilities without the prior written consent of the Horizon School Division.
 - 2.4. The Transportation Contractor shall ensure school bus operations are in accordance with all relevant laws, regulations, rules, policies and administrative procedures.
3. While performing services, a contractor, and/or their employees, are not an officer, agent, or employee of the Horizon School Division.
4. It shall be the responsibility of division administration in consultation with the transportation contractor(s) to establish and maintain a system of bus routes that will be safe and time and cost efficient.
5. The division supports special transportation arrangements for students with special needs.
 - 5.1. The Transportation Coordinator is authorized to make such arrangements for students identified by the Assistant Superintendent of Learner Services.

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- 5.2. The Associate Superintendent (Learning Services) shall be responsible for informing the Transportation Coordinator, Contractor, and/or the bus driver or driver of the transporting vehicle as to the pertinent nature of the child's disability and appropriate procedures for the management of the disability.
- 5.3. The responsibility for preparing a special needs pupil for transportation at the designated time lies with the parent and/or guardian.
6. Schedules shall be arranged, wherever possible, so that students arrive at school no earlier than 15 minutes before the start of school.
7. All bus routes shall terminate at the designated school(s) and students shall exit only at that point, subject to any transfers and feeder routes.
8. Division administration, in consultation with school principals and contractors, shall have the responsibility to determine the exact location of, and procedures for, the safe and efficient loading and unloading of students at each school site.
9. It is expected that in order for buses to continue to utilize private driveways/approach, owners must maintain their driveway/approach in good and passible condition.
10. It shall be the responsibility of the Transportation Coordinator to make recommendation to the Superintendent for addition or deletion of bus routes as per "Criteria for the Addition and Deletion of Bus Routes" (see Attachment A).
 - 10.1. Recommendations shall include all pertinent information such as a
 - 10.1.1. Map of the route(s),
 - 10.1.2. Student list(s),
 - 10.1.3. Pick-up and arrival times,
 - 10.1.4. Bus capacity, and
 - 10.1.5. Weighted load(s).
 - 10.2. Any addition or deletion to bus routes shall be made in conjunction with the terms of the contract for bus services.

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Attachment: A Suggested Criteria for the Addition and Deletion of Bus Routes

1. Criteria to consider when splitting a bus route:
 - 1.1. Is the ride time excessive?
 - 1.1.1. The current route either covers such a great distance, or covers such a densely populated area that the time required to complete the route is unreasonable as determined by school division senior administration in relation to the distance the route covers and/or the number of students on the route.
 - 1.2. Has the transfer of students to nearby, routes to balance the weighted load and reduce operating times been considered?
 - 1.3. Would increasing the bus size (larger weighted load bus) be a better alternative?
 - 1.4. Are there non-designated students on the bus? If so, should they be removed?
 - 1.5. Is it
 - 1.5.1. safer,
 - 1.5.2. more efficient, or
 - 1.5.3. more cost effectiveto split the route?
2. Criteria to consider when deleting a bus route:
 - 2.1. The minimum capacity bus available is being utilized on the route in accordance with appropriate weighted load maximums.
 - 2.2. The number of students on the route is less than half the seating capacity of the bus, based on weighted load.
 - 2.3. There are other available nearby bus routes which could pick up the students without unduly affecting the students from either route.
 - 2.4. There are no known projected increases to the route in the following school year.
 - 2.5. A review of the route determines it would be safer, more efficient, or more cost effective if the route were consolidated with other area routes, and the total number of bus routes were reduced