

TRANSPORTATION - BUS ROUTING AND SCHEDULING (GATE SERVICE & YARD ENTRY)

Background

The Division believes that bus routes, schedules and stops are to be established to achieve maximum service with a minimum fleet of buses consistent with rendering reasonable service to all students.

Procedures

1. The Director of Transportation is responsible for the design, implementation and assignment of all Division bus routes.
2. Bus routes will be established to pick up and deliver students at the residence gate immediately adjacent to the municipal road allowance or the highway on which the school bus is directed to travel. Notwithstanding the foregoing, the following exceptions shall apply when necessary.
 - 2.1 In rural areas where residences are in close proximity, or backtracking and turnabouts are required, common pick up and delivery points will be established within reasonable proximity of the students' approach. Students will be required to embark/disembark from the bus at these points.
 - 2.2 In urban areas, common pick up points will be established. Students will be required to embark/disembark from the bus at these points.
 - 2.3 Bus routes shall be established so as to provide door service in a situation where a student is physically disabled to the degree that the student is physically unable to meet the bus at the location of the usual gate pick up.
 - 2.4 Where the absence of a passable municipal road makes it safer to provide bus service other than gate service, personnel in charge of routing may make appropriate arrangements to permit the bus in question to enter on private property to pick up student(s) at a point closer to the residence of the student(s) in question.
 - 2.5 The Director of Transportation may direct pick up and delivery to occur within the yard of a student's residence when the act of a bus traveling and/or turning around at the gate may imperil the safety of the bus and/or the occupants of the bus.
 - 2.5.1 When the pick up and delivery point has been designated to be on private property as noted in 2.3 - 2.5 above, a suitable **Transportation - School Bus Yard Entry Save Harmless Agreement** (Form 550-1) must be entered into with the landowner and retained on file by the Director of Transportation.

2.5.2 When yard entry has been approved, the parent/guardian shall be responsible for providing ample turnaround area free of all obstacles, keeping laneways free of snow in the fall and winter months, and keeping laneways graded and graveled in the spring and summer months.

3. Bus routes will follow the most direct roads practical for bus travel to serve those students entitled to transportation service. Where geography allows, all bus routes will be designed as circular routes so that students that are picked up first in the morning are dropped off first in the afternoon.
4. Bus routes will be established to employ as nearly as practical the full carrying capacity for each bus trip.
5. Bus stops will be, as much as is practical, placed at convenient intervals in places where students may embark/disembark, cross highways, and await the arrival of buses with the utmost safety permitted by highway conditions.
6. Bus drivers that want to propose route design changes must contact the Director of Transportation for approval before implementing any changes.

Reference: Section 52, 53, 59, 222, 225, Education Act
Traffic Safety Act
Commercial Vehicle Safety Regulation (amended AR 164/2022)
Student Transportation Regulation 96/2019 (amended AR 76/2022)

Forms: Transportation - School Bus Yard Entry - Save Harmless Agreement (550-1)

Amended: June 2023