Title: **Responsibility of STSBHN**	**Procedure #: 008**	**Effective:** **Nov 5, 2010**
Section: **Roles and Responsibilities**	**Page:** 1 of 2	**Next Review:** **Feb 2021**

Statement	Pursuant to the *Education Act,* R.S.O. 1990, School Boards may provide transportation services for their students. With the goal of constantly improving their efficiency, the GEDSB, BHNCDSB, and CSCMonAvenir have partnered in a consortium which has adopted shared policies and procedures pertaining to student transportation. Transportation is organized and managed by STSBHN.
Procedures of the STSBHN	**STSBHN is committed to:** 1. Providing safe and efficient transportation services for students travelling to and from school. 2. Providing specialized transportation services for students who cannot access regular transportation due to a physical, emotional or physiological need, for other medical reasons, as well as for students identified as "exceptional" students. 3. Handling complaints, and requests for information or changes, in accordance with the policies and procedures of STSBHN and its member boards. 4. Delivering effective and efficient transportation solutions to programs assigned to it from its member boards.
Responsibilities	**STSBHN is responsible for:** 1. Planning safe transportation routes in accordance with the policies and procedures of STSBHN. 2. Informing schools and school bus operators, via the online portal, about the routes and pick-up and drop-off times for each route. 3. Informing parents, via the portal or by other means when necessary, about the pick-up and drop-off times for their child(ren).

Responsibilities... **Continued**	4. Receiving and assessing transportation requests from schools or directly from parents when schools are not operating. 5. Planning new routes and informing parents, bus operators, and the schools accordingly. 6. Receiving and assessing suggestions from bus drivers through the operator's office staff regarding possible changes to the planned routes. Notification to parents, bus operator, and schools will be made as necessary and when the changes are approved; the method of notification delivered by, or on behalf of, STSBHN staff will vary depending on the impact and scope of the change. **STSBHN must:** 1. Manage and update bus transportation services on a daily basis. 2. Remain in regular contact with bus operators and school principals to ensure the safe and efficient management of school transportation services. 3. Be available to answer questions and concerns from all stakeholders in order to inform them about policies, procedures, safety measures, etc. 4. Support school principals and bus drivers in maintaining a safe environment on the bus. 5. Conduct inspections and assessment activities pertaining to bus transportation services, in order to ensure that bus operators are complying with the STSBHN's policies and procedures as well as other contractual obligations.