

Title: Service Parameters	Procedure #: 031 Page: 1 of 2	Section: Operating Guidelines
Effective: Nov 5, 2010	Last Reviewed: May 2019	Next Review: May 2022

Statement	<p>STSBHN will strive to improve the efficiency of bus routes servicing the schools in the City of Brantford and the Counties of Brant, Haldimand and Norfolk.</p> <p>To assist STSBHN staff in determining the appropriate number of school purpose routes which are needed, service parameters have been established to provide safe, equitable, and efficient transportation services.</p>
Procedures	<ol style="list-style-type: none"> 1. Length of Time on the Bus - Where practical <ol style="list-style-type: none"> a) No student will spend more than 75 minutes on the bus each way from home to school/ school to home. In the unusual circumstance that a student is scheduled to be on a bus for greater than 75 minutes, permission must be obtained from the Manager of Transportation, by the Transportation Officer responsible for designing the route, prior to the route taking effect. 2. Transfers - Where practical <ol style="list-style-type: none"> a) No student will ride on more than two buses while travelling to or from school. b) No student will be discharged from a bus at a transfer point until supervision has begun at the site hosting the transfer. Only in situations which have been approved by the Manager of Transportation, or their designate, will transfers be permitted to take place without all buses participating in the transfer being present. 3. Combination of Routes <ol style="list-style-type: none"> a) Secondary and elementary school students from all Boards may be transported on the same bus at the same time. 4. Exceptional Students <ol style="list-style-type: none"> a) A student who meets the special education or medical transportation requirements, according to (020) Special Education and Medical Transportation, will receive the specialized services they require.

Title: Service Parameters	Procedure #: 031 Page: 2 of 2	Section: Operating Guidelines
Effective: Nov 5, 2010	Last Reviewed: May 2019	Next Review: May 2022

Procedures...continued	<p>5. Standees</p> <p>a) Standees are not permitted on a school bus.</p> <p>6. Maximum Number of Students Transported on a Bus</p> <p>a) The number of students transported on a school bus will not exceed the manufacturer's capacity for that vehicle. For planning purposes, bus seats will be loaded as follows:</p> <p style="padding-left: 40px;">JK to Gr 6 - 3 per seat Gr 7 to Gr 12 - 2 per seat</p> <p>7. Distance to Pick-up Point</p> <p>a) Student may be required to walk up to 0.8 km from the intersection of where their driveway meets the road to their assigned bus stop location. Distances will be calculated using the route planning software of STSBHN.</p> <p>8. Central Pick-up Points</p> <p>a) In urban settings students will be required to meet at a central pick-up point as determined by STSBHN, where safe to do so.</p> <p>9. Non-Scheduled Transportation Trips</p> <p>a) STSBHN only provides home to school/school to home regularly scheduled trips. STSBHN does not provide additional trips for students that must leave school early (e.g. medical appointments, sickness, etc.)</p>
-------------------------------	--