



student  
transportation services

service de transport scolaire

Brant Haldimand Norfolk

<b>Title :</b> <b>School Bell Time Changes</b>	<b>Procedure # : 026</b>	<b>Effective :</b> <b>Nov 5, 2010</b>
<b>Section :</b> <b>Operating Guidelines</b>	<b>Page : 1 of 1</b>	<b>Retire :</b> <b>Nov 5, 2012</b>

<b>Statement</b>	<p>STSBHN must strive to improve the efficiency of bus routes and to maintain healthy communications with parents.</p> <p>In order to minimize the number of school bus routes, schools may be requested to change their bell times (start and end times) in order for STSBHN to find efficiencies by sharing routes with other schools or Boards.</p> <p>In this context, it is important to promptly notify school principals of any changes made to school bell times.</p>
<b>Procedures</b>	<ol style="list-style-type: none"><li>1. The decision of the Manager of Transportation Services for STSBHN to request changes in school bell times must be supported by an impact study of transportation costs. When it is financially advantageous for school boards (reduced transportation costs), STSBHN may recommend changes to the school bell times.</li><li>2. The impact study will then be presented to the effected Superintendent(s), who will decide whether this recommendation is appropriate.</li><li>3. By March, the Manager of Transportation Services must indicate his/her intentions concerning possible changes in school bell times, based on the planning of bus routes to take effect when the new school year begins in September.</li><li>4. The new school hours must be announced to Senior Board Administrators, and then to the schools, by the end of the month of April preceding the next school year, whenever possible.</li><li>5. If a school principal wishes to change the school bell times for his/her school, he/she must complete a (TF021) Request for Bell Time Information Memo and forward it to STSBHN no later than the month of February; STSBHN will conduct an impact study.</li></ol> <p>The window that bell times can be adjusted within is between 8:15 AM to 9:15 AM.</p>