



Section Bus Stop Audits	Page 1 of 1
<i>Refer to Form TF036</i>	Date January 01, 2010

Statement	HSTS will endeavor to review school bus stop locations on an annual basis using the following criteria and guidelines.
Procedure	<p>HSTS Transportation Officers will audit school bus stop locations for the following reasons:</p> <ul style="list-style-type: none"> ➤ Property owner complaint ➤ Bus driver / Parental request ➤ Safety compliance (10% of each Officers bus stops) <p>Bus stop audits will be undertaken by HSTS staff on approximately 10% of each Transportation Officers bus stops annually.</p> <p>The bus stop audits will be done by:</p> <ul style="list-style-type: none"> • Following the bus • Site visit when students being picked up/dropped off • Bus stop location site visit during <p>HSTS will:</p> <ol style="list-style-type: none"> 1. Audit for Highway Traffic Act compliance, route time and stop compliance and generally observe the behavior of the students. 2. Complete Form TF035 and follow up on all infractions and/or concerns with the Manager at the respective bus company and, depending on the severity of the infraction with the Transportation Manager. 3. A completed copy of TF035 will be maintained in the Operator's Route Audit file. <p>HSTS staff will not:</p> <ol style="list-style-type: none"> 1. Provide notification of an audit to the bus operator. <p>School Bus Operators must:</p> <ol style="list-style-type: none"> 1. Prior to September 1st annually, confirm compliance, in writing, with the Agreement for Transportation.