



HSTS Operating Procedure

Halton Student Transportation Services

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	Effective Date: Sept 2013
	Revised Date: Jan 2015

Preamble

In order to maximize the safety and efficiency of the school bus routes, HSTS shall develop and implement service parameter procedures to provide safe, equitable and efficient transportation services.

Implementation

The following service parameters shall be used by HSTS to provide safe, equitable and efficient student transportation:

1. Distance Calculations (refer to *Transportation Eligibility Procedure (HS-1-002)*)

- a) All measurements for transportation purposes will be made by HSTS using GIS (Geographic Information System) mapping provided by the Region of Halton.
- b) The measurements used to determine transportation eligibility are based on the shortest distance on public road or walkway from the student's closest residential property line to the closest school property line of the board designated school.

2. Delivery and Pickup Times (where practical)

- a) Buses will depart schools no later than 15 mins. (grades JK – 8) / 30 mins. (grades 9-12) after the dismissal time.
- b) No student will be delivered to school more than 15 mins. (grades JK – 8) / 30 mins. (grades 9-12) prior to the start of school/bell time, unless prior approval has been granted.

3. Length of Time on the Bus (where practical)

- a) No student in grades JK to 8 will spend more than 60 minutes travelling either to or from school.
- b) No student in grades 9 to 12 will spend more than 75 minutes travelling either to or from school.



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4. Transfers (where practical)

- a) No student will ride on more than two buses while travelling either to or from school.
- b) No grade JK to 8 student will be discharged from a bus at a transfer point if the adult supervisor has not arrived.

5. Combination of Routes

- a) Secondary and elementary school students from all Boards may be transported on the same bus at the same time.

6. Standees

- a) Standees are not permitted on a school bus.

7. Maximum Number of Students Transported on a Bus

- a) The number of students transported on a school bus will not exceed the manufacturer's capacity for that vehicle. Where practical, bus seats will be loaded as follows:

JK to Gr 6 - 3 per seat

Gr 7 to Gr 12 - 2 per seat

8. Bus Stops - Rural Areas

- a) Unless exceptional conditions dictate otherwise, bus stop locations shall be a minimum of 304 metres (1,000 feet) apart, and should allow a minimum of 152 metres (500 feet) of clear vision in both directions. Bus stops will not be located on a steep grade, brow of a hill or a blind curve.
- b) School buses will not enter cul-de-sacs, private roads or private laneways (urban or rural); bus stops will be located at or near the entrance to the cul-de-sac or private road/laneway as determined by HSTS.
- c) In rural areas, where possible, eligible students will be no more than 1.6 kilometres from their resident gate to a designated bus stop.
- d) Where houses are grouped in urban/rural areas, including rural estate subdivisions, students will be required to utilize central bus stop locations which will be determined by HSTS.



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- e) On rural roads with speed limits greater than 60 kms, every attempt will be made to ensure that all eligible Kindergarten and Grade 1 students are picked up and dropped off close to their home laneway.

9. Central Pick-up Points

- a) In urban and rural areas where houses are grouped together, students will be required to meet at a central pick up point.

10. Non Scheduled Transportation Trips

- a) HSTS provides transportation from home to school and return at the scheduled school start/end times. HSTS does not provide trips for students that must leave school early (i.e. medical appointment, sickness, etc.)

11. Temporary Changes

- a) HSTS cannot accommodate temporary changes to a student's daily transportation schedule.

12. Construction Areas/New Housing Developments

- a) School Buses will not enter construction areas or new housing developments and/or unassumed roads until all major construction activity has ceased. HSTS will place bus stops as close as practically possible to the entrance to the new subdivision.