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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** EEAB  
**Policy Title:** Bus Routes  
**Cross Reference:** EEA, EEACB, EEACC  
**Legal Reference:** *Education Act*, School Transportation Regulation  
**Adoption Date:** December 18, 1996  
**Amendment or Re-affirmation Date:**

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL BE RESPONSIBLE FOR ESTABLISHING AND REVIEWING BUS ROUTES WHICH WILL PROVIDE A SAFE AND EFFICIENT MEANS OF TRANSPORTING ALL ELIGIBLE STUDENTS TO AND FROM SCHOOL.

**REGULATIONS**

1. It shall be the responsibility of Division Administration in consultation with the bus contractors to establish and maintain a system of bus routes that will be safe and time and cost efficient.
2. Bus routes will follow, for the most part, the M.D. or County roads, and conform to Alberta Education transportation regulations, with extensions granted at the discretion of Division Administration with the following considerations:
  - 2.1. Student needs - if the student is handicapped either physically or mentally, or the safety of the student is in peril.
  - 2.2. The condition of the road - the extension must be maintained in good and passable condition year round.
3. Students who choose to attend a school rather than the one designated by the Board shall be dealt with under Policy IC (School Attendance Areas).
4. All bus routes shall terminate at the designated school(s) and students shall exit only at that point, subject to any transfers and feeder routes.
5. Schedules shall be arranged, wherever possible, so that students arrive at school no earlier than 15 minutes before school starts.
6. The Division Administration, in collaboration with school Principals and bus operators, shall have the responsibility to determine the exact location of, and procedures for, the safe and efficient loading and disembarking of students at each school site.
7. The Board maintains the rights and responsibilities for routes and any change or disposal of the routes shall be done in harmony with Horizon Policy EEACB.

## **Policy Code EEAB – Bus Routes – Continued**

8. Following the “Criteria for the Addition and Deletion of Bus Routes”, It shall be the responsibility of the Transportation Coordinator to make recommendation to the Superintendent for addition or deletion of bus routes. Any recommendation shall include all pertinent information such as a map of the route, current student list, pick-up and arrival times, bus capacity, weighted load, and any foreknown additions or deletions of students.
9. Any addition or deletion to bus routes shall be made in conjunction with the terms of the contract for bus services.
10. Parents shall be responsible to notify the Division Administration before June 30 of any increase in family transportation requirements for the following school year.
11. E.C.S. program leaders will notify the Division Administration before June 30 of all E.C.S. students who will require transportation for the following year.
12. If agreements have been reached for the transportation of non-Division students to private or separate schools in the division, this count must be received by the Division Administration by June 30 for the following school year.
13. It shall be the responsibility of Division Administration, in consultation with the bus contractor, to establish criteria for the addition and/or deletion of bus routes.

## **Policy Code EEAB – Bus Routes – Continued**

### **Attachment: A Suggested Criteria for the Addition and Deletion of Bus Routes**

1. The following criteria shall be applied to any consideration for the split of a bus route into two or more routes :
  - 1.1. A review of the route determines it would be safer, more efficient, or more cost effective if performed by more than one bus.
  - 1.2. The maximum capacity bus available is being utilized on the route in accordance with appropriate weighted load maximums.
  - 1.3. Every effort has been made to transfer students to nearby, available routes to balance the bus load and reduce operating time.
  - 1.4. Additional eligible students require bus transportation along the route.
  - 1.5. The current route either covers such a great distance, or covers such a densely populated area that the time required to complete the route is unreasonable in relation to the distance the route covers and/or the number of students on the route.
2. The following criteria shall be applied to any consideration for the deletion of a bus route:
  - 2.1. The minimum capacity bus available is being utilized on the route in accordance with appropriate weighted load maximums.
  - 2.2. The number of students on the route is less than half the seating capacity of the bus, based on weighted load.
  - 2.3. There are other available nearby bus routes which could pick up the students without unduly affecting the students from either route.
  - 2.4. There are no known projected increases to the route in the following school year.
  - 2.5. A review of the route determines it would be safer, more efficient, or more cost effective if the route were consolidated with other area routes, and the total number of bus routes were reduced