

## **SCHOOL BUS SCHEDULES**

### **Background**

The establishment, reporting and adherence to time schedules are essential to the safe and effective operation of the bus system.

### **Procedures**

1. In the morning, buses that arrive before 8:30 a.m. may not unload students until 8:30 a.m. when school supervision begins.
  - 1.1 Buses, when able, should arrive at the school at which they unload last at least five (5) minutes before the bell.
2. School start and stop times shall be established as set out in the Administrative Procedure 131 – School Day.
  - 2.1 No earlier than 8:50 a.m.: Warning Bell
  - 2.2 No earlier than 8:55 a.m.: Regular Class Start Time
  - 2.3 No later than 3:30 p.m.: School Dismissal
3. Time Schedules
  - 3.1 Time schedules for bus routes are prepared by the Transportation Manager and provided to the bus drivers.
    - 3.1.1 This schedule is to name each pick up point and time of pick up.
  - 3.2 Time schedules for bus routes are prepared on the basis of buses arriving at 8:30 a.m. when school supervision begins, the school warning bell time set at 8:50 a.m. (with school starting at 8:55 a.m.) and the school dismissal time set at 3:30 p.m.
4. Schedules are to be adhered to as closely as possible.
  - 4.1 A bus is never to leave a pick-up point ahead of the scheduled time.
  - 4.2 Schedules are to be revised from time to time as may be necessary to take care of route changes, new children, drop-outs, changed school operating times, seasonal driving conditions, etc.

- 4.3 Parents shall be advised of schedule changes when it affects the pickup or drop off time of their children.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023

Reference: Section 11, 33, 36, 37, 52, 53, 59, 68, 197, 222, 225 Education Act  
Freedom of Information and Protection of Privacy Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation 250/98 (Amended A.R. 125/2005)  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009