

<b>CLASS Business Unit:</b>	Student Transportation
<b>Operating Procedure:</b>	Transportation Services Responsibility
<b>Reference:</b>	STS-PRO-007-2011
<b>Adopted:</b>	April 26, 2011
<b>Revised:</b>	

## 1.0 Transportation Services Responsibility

Student Transportation Services personnel shall:

- a) Ensure that all Operators and Principals are aware of policies and procedures.
- b) Contract with persons, firms or corporations competent in the operation of transportation facilities for providing school bus transportation.
- c) Plan routes and execute policies and procedures.
- d) Communicate all relevant bus route data to School Bus Operators, Parents and School Principals in a timely manner.
- e) Facilitate the transfer of student medical information from each school to the Bus Operator so they are aware of any student(s) who is/are transported that may have significant medical conditions, i.e. anaphylaxis, which may require intervention.
- f) Ensure that schools are notified of late, cancelled or incomplete routes as soon as possible.
- g) Prepare and distribute an annual Transportation Information Pamphlet to new JK students entering the school community.
- h) Reserve the right to initiate changes within an area and substitute an alternate route for an existing route. All routes are subject to adjustment in terms of roads and distances traveled.
- i) Recommend changes in school bell times for the provision of safe and efficient transportation.
- j) Provide resources for education of safety issues.