

CLASS Business Unit:	Student Transportation
Operating Procedure:	Walkway/Pathway Use
Reference:	STS-PRO-016-2014
Adopted:	December 9, 2014
Revised:	

1.0 Scope

The member Boards and CLASS value the safety of its students and employees as our utmost priority. CLASS operates under the premise that parents/guardians share in the safety and responsibility of their children, from home to school or home to bus stop and that routes are not considered unsafe because of dangers that may arise if a student is unaccompanied.

Providing pedestrian facilities or services for walking, which includes walkway/pathway installation and maintenance is the responsibility of the local municipality.

2.0 Walkway/Pathway Use

2.1. Responsibilities

- a. It is the responsibility of the parent/guardian of students who are not eligible for transportation to determine the route their children will take while travelling to/from school.
- b. It is the responsibility of the parent/guardian to determine if their child needs to be accompanied to/from school.
- c. It is the responsibility of the parent/guardian or school to contact CLASS if they believe a walkway / pathway is unsuitable for the students to use.
- d. It is the responsibility of the local Municipality to determine and implement the maintenance protocol for walkways / pathways.
- e. It is the responsibility of CLASS to review concerns regarding walkway / pathways as they are brought forward and to provide a timely assessment and or response.

- f. It is the responsibility of CLASS to periodically assess a change in use of walkways / pathways for the purposes of walk distance calculations for schools.
- g. It is the responsibility of CLASS to proactively communicate with the Boards any changes in walkway / pathway use for the purposes of walk distance calculations to any school.

2.2. Assessment Criteria

There are several factors which will be taken into consideration in assessing the suitability of including walkways and/or pathways as part of the walking path for distance calculation purposes. CLASS will include a walkway and/or pathway for the purposes of determining the distance from home to school based on the following:

- a. The walkway / pathway is a designated Municipal and/or Regional Conservation Authority walkway / pathway for which no restriction for pedestrian use has been established;
- b. The walkway / pathway shall start and finish with a direct connection to a Municipal/Regional roadway, sidewalk, pathway; or school property.
- c. The walkway / pathway consists of an engineered surface (i.e. paved, gravel/limestone screening, concrete);
- d. The walkway / pathway provides visibility to at least one end throughout all portions and the surrounding environment does not contain extended sections of covered or confined space;
- e. The walkway / pathway is maintained in all the months in which the schools are operational;
- f. The walkway / pathway is not located in an identified floodplain that is regularly active and uncontrolled.
- g. CLASS shall not add a walkway / pathway mid-year; additions shall only be implemented as part of the annual start up service plan.

3.0 Communications

Prior to implementing any new walkway / pathway for the purposes of walk distance calculations for a school, CLASS shall notify the affected School Board(s) and School Administrator(s) and determine the appropriate communication plan for impacted student(s).

CLASS shall maintain a current library of the policies, regulations, administrative and operational procedures and parental expectations for Transportation on their student transportation website www.schoolbusinfo.com.

4.0 Appendices

4.1. Walkway/Pathway Review Form

Walkway / Pathway Review

Date: _____

Reviewer: _____

Walkway / Pathway Location Description:

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Source of Review:

CLASS		Parent / Guardian		Police Service	
School / Board		Municipality		Other	

Schools Impacted:

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Assessment Criteria:

Designated by Municipality or Conservation Authority with no pedestrian use restrictions	YES	NO
Direct connection at start and finish to a roadway, sidewalk, pathway or school property	YES	NO
Consists of an engineered surface (i.e. paved, gravel/limestone screening, concrete)	YES	NO
Visibility to at least one end throughout all portions	YES	NO
Extended sections with covered or confined space	YES	NO
Will be maintained during all months schools are operational	YES	NO
Located on a identified floodplain that is regularly active and uncontrolled	YES	NO

Rationale / Observations / Comments:

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Rollout Details:

Approved for Use?	YES	NO
Planned Implementation	mm/dd/yyyy	
Communication	mm/dd/yyyy	