

CLASS Business Unit:	Student Transportation
Operating Procedure:	Service Design Standards
Reference:	STS-PRO-016-2014
Adopted:	December 9, 2014
Revised:	March 16, 2020

1.0 Scope

CLASS is committed to reviewing school bus routes regularly and as part of the annual planning process to make certain that all eligible riders are receiving the most efficient home to school transportation service. The following service parameters have been established by CLASS to ensure that the most safe, equitable and efficient bus routes have been established.

2.0 Riding Time

- Other than in exceptional circumstances, students in Elementary School will not ride more than 60 minutes on the bus, one way, each day.
- Other than in exceptional circumstances, students in Secondary School will not ride more than 75 minutes on the bus, one way, each day.
- Every effort is made to design efficient Special Needs routes. Special Needs buses typically must travel over a much larger area to collect fewer students; as such, students on Special Needs buses may be required to have longer ride times.
- Exceptional circumstances to the riding time parameters may include schools with extended boundaries such as French Immersion / Extended French, Special Needs, etc.

3.0 Vehicle Load Capacity

The manufacturer rated maximum capacity of most full-sized standard school buses is 72 passengers (3 students per seat). Student Transportation Services recognizes the concerns associated with loading all bus runs to their full maximum capacity and as such makes allowances to balance bus loads wherever possible as part of service planning.

While planned capacity for school bus routes may approach full capacity, regular actual ridership on a standard full-sized school bus should not normally exceed:

- Grades K-8: Maximum of 66 students
- Grades K-12: Maximum of 54 students
- Grades 7-12: Maximum of 48 students

In situations where buses are required to be more heavily loaded, it will be for limited urban portions of the run only. **Standees or sitting on the floor will not be permitted under any circumstance.**

4.0 Bus Stop Location

Bus stop locations are planned based on the student's eligible primary address. Stops are planned for the maximum bus route efficiency that can be safely achieved. The following guidelines will be considered when determining stop locations:

- Stops may be a minimum of 300 metres apart.
- Stops should allow 150 metres of clear visibility in both directions.

Other than in exceptional circumstances, the following guidelines will be used when determining stop locations:

- Stops shall not be located on a steep grade, brow of a hill or a blind curve.
- Priority shall be given to kindergarten / youngest students in organizing group stop locations so that the walking distance for these students to and from the bus stop can be minimized, where possible.
- Stop locations in urban areas will be planned to accommodate as many students as possible to ensure routing efficiencies.
- All stop locations are subject to conditions under the Ontario Highway Traffic Act, and at the discretion of Student Transportation Services.

5.0 Walk Distance to Bus Stop

- Other than in exceptional circumstances, students shall not be required to walk more than the following distances to the bus stop from the nearest point of access of their property. Suitable walkways/pathways will be used in this calculation:
 - All elementary students: Maximum of 800 metres
 - Rural secondary students: Maximum of 800 metres
 - Urban secondary students: Maximum of 1,600 metres
- Other than in exceptional circumstances, Student Transportation Services will make every effort to provide students identified with special needs with stop locations as close to their home laneway as practical.

6.0 Travelled Roads

- School buses will only travel, and service assumed roads. Confirmation of assumed roads will be completed through the appropriate Municipality.
- School buses will not access private, or closed roads.
- Students that reside on a no winter maintenance road may be asked to meet the bus at the closest corner during times of inclement weather.
- School buses will not travel on unceded roads, such as First Nation lands.

7.0 Transfers

- In order to achieve efficiencies, CLASS may design routes which require students to transfer from one bus onto another bus.
- Transfer's will only occur at a school site.
- School officials with a transfer on their property will have access to limited information of students scheduled to be transferring on their site.

8.0 Bell Times

In order to maximize efficiencies, CLASS will periodically review and recommend bell time changes to allow for routing efficiencies, including the sharing of school bus routes.