



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### EEABA – SCHOOL BUS ROUTE PLANNING

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The Board of Trustees will provide school bus transportation or an allowance in lieu of transportation as provided under the Public Schools Act and based on eligibility for funding provided by Manitoba Education.

The Board delegates the responsibility for planning, developing, implementing, and evaluating school bus routes or approving eligibility for transportation allowances to the Transportation Supervisor. The Transportation Supervisor will ensure that the Division is in compliance with Manitoba Education and the Public School Act requirements.

The Board requires that when School Bus Routes are planned, the following principles are considered:

- Safety for students
- A reasonable distance of travel per route
- A reasonable time of travel per route
- Efficient routing based on location of student residence
- Fiscal efficiency of transportation costs

The Transportation Supervisor will ensure the safe and efficient planning, development, implementation, and evaluation of school bus routes considering the following guidelines:

#### **Guidelines for School Bus Route Planning**

1. **Safety for students** will be met by ensuring:
  - the number of students on bus does not exceed the rating for the applicable bus.
  - triple seating is kept to a minimum and is implemented only for short distances or travel periods.
2. **Overall distance of loaded kilometers and ride times** (from pick-up to drop-off) will be consistent with other routes in the Division and comparable with routes in rural Divisions neighboring the Rolling River School Division.
3. **The school bus routes will be efficient for riders** by:
  - considering route drop-off and pick-up times consistent with the student's residence proximity to school
  - considering routes that reduce the ride time on bus for primary students comparative to middle years or senior students.
4. **School Bus routes will be planned to ensure fiscal responsibility** by:
  - planning routes to minimize salary and operating costs and reducing capital (bus purchase) costs whenever possible.

***The Transportation Supervisor will consider and review routes annually, will evaluate the need for route changes and will change, eliminate or add routes based on:***

- changes in family/residency on existing routes
- road conditions or travel restrictions
- significant variances to the comparative riding times/travel distances of other school bus routes in the Division
- efficiencies for riders / equity for students
- route overlap (redundancy)
- cost efficiency / implications
- disruption to students
- route and school catchment area growth / decline trends

**Whenever possible, the Transportation Supervisor will consolidate routes, add a new route or delete a route directly following:**

- School breaks
  - Summer
  - Christmas
  - Spring Break
- Employee changes

The Division will communicate consolidations, additions or deletions of routes to parents affected by the change prior to the change being implemented. Where a route has been consolidated or a new route has been added or a route has been deleted, the Division will communicate the changes to parents a minimum of two weeks prior to the change being implemented.

**Date Adopted:** June 12, 2003  
**Date Reaffirmed:** October 24, 2007  
**Date Revised:** January 18, 2012  
**Date Revised:** November 7, 2012  
**Date Reaffirmed:** January 18, 2017  
**Date Reaffirmed:** October 7, 2020



## Rolling River School Division

### SCHOOL BUS ROUTE CHANGE WORKSHEET

	CURRENT	PROPOSED	DIV. STANDARD/GUIDELINES
<b><u>SAFETY</u></b>			
• Size of Bus			
• # Students per Bus			
• Triples Seating			
<b><u>DISTANCE</u></b>			
• Loaded KM			
• Total KM			
<b><u>RIDE TIME</u></b>			
• First Pick-Up			
• Last Drop-Off			
• Total Ride Time (1 way)			
<b><u>RIDER EFFICIENCY</u></b>			
<b><u>FISCAL</u></b>			
• Salaries			
• Operating			
• Capital			
<b><u>OVERALL ASSESSMENT</u></b>			