



NORTHWESTERN ONTARIO  
**Student Services Consortium**



Conseil scolaire  
de district catholique des  
**Aurores boréales.ca**



TRANSPORTATION PROCEDURE	NWOSSC 122
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122 SCHOOL BUS TRANSFERS	Date: AUGUST 2011
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Statement and Rationale	The transfer of students from one bus to another is required to provide efficient and effective home to school transportation service but as such must be conducted in the safest manner possible.
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Procedure	<p>The following procedures are intended to assist students, families, schools and transportation service providers in understanding transfer definitions and responsibilities.</p> <p><b>Definitions:</b></p> <p>The “<b>Consortium</b>” will be used in reference to Northwestern Ontario Student Services Consortium – NWOSSC.</p> <p>An “<b>approved transfer location</b>” is the location where students switch from one bus to another. <i>Please note: this is a different location than their designated home bus stop and is generally a centralized stop serving more than one transfer bus.</i> The Consortium often utilizes schools as transfer locations however transfers may occur in other approved locations.</p> <p>A “<b>feeder bus</b>” is the bus or school purposes vehicle which, in the morning, transports a student from their designated home bus stop and delivers them to an approved transfer location for transferring to a second vehicle for purposes of transport to their school of attendance. Correspondingly, in the afternoon, a “<b>feeder bus</b>” transports a student from the school to the approved transfer location for their designated transfer bus.</p> <p>A “<b>transfer bus</b>” is the bus or school purpose vehicle which, in the morning, collects a student from a ‘feeder bus’ at an approved transfer location, and delivers them to their school of attendance. Likewise, in the afternoon, receives a student from a ‘feeder bus’ at an approved transfer location and transports them to their designated home bus stop.</p>
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	<p><b><u>Operator Responsibility:</u></b></p> <p>The Operator will be responsible for transporting students to and from school safely and effectively. Feeder bus routes will be planned and operated so that the vehicle arrives at the approved transfer location within approximately five minutes of the scheduled arrival/departure time of the transfer bus where possible.</p> <p>In the event that a feeder bus is late arriving at an approved transfer location, the driver of the feeder bus will radio the transfer bus to advise of the lateness. Depending on the length of delay, the drivers will determine whether the transfer bus should proceed to the destination school. If it is the case that the transfer bus proceeds before the feeder bus arrives, the delayed feeder bus will proceed to the approved transfer location. Students who attend the school where the transfer location is situated will be permitted to disembark, and the feeder bus will then deliver remaining students to the final destination school.</p> <p>If the transfer bus is late arriving in the morning at the approved transfer location, then the same communication steps will be used as for a late feeder bus.</p> <p>Given that multiple students with widespread home bus stop locations are transported on transfer buses, feeder buses should not proceed with their routes in the afternoon until the delayed transfer bus arrives at the transfer location.</p> <p>All drivers of transfer and feeder buses will ensure that students not attending the transfer location school or not requiring to transfer to another bus, remain on the bus at the transfer location during periods of waiting for transfer students to load or unload in the morning or afternoon.</p> <p><b><u>Consortium Responsibility:</u></b></p> <p>The Consortium will determine, designate and approve transfer locations. The driver of the</p>
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	<p>feeder bus will oversee the safe morning disembarking and afternoon loading of all students before leaving the approved transfer location.</p> <p>Where required and on an annual basis, the Consortium will assist schools and bus operators with initial set-up of transfers.</p> <p>On an ongoing basis, the Consortium will communicate transfer procedures to bus companies, schools and the public to ensure thorough understanding by all parties and consistent application of the procedures throughout the jurisdictions of member School Boards.</p> <p><b><u>School Responsibility</u></b></p> <p>Although some transfer occur at schools, it is not the responsibility of school staff to supervise transfers between buses. From time to time, the Consortium may ask for supervision assistance from the attending school to attend the transfer location during school start up or other times of the school year. Bus transfer students are encouraged to have a 'bus buddy' and the Consortium may ask the appropriate school for assistance in facilitating this.</p> <p>Regarding the Visible Parent Program, it is the school's responsibility to ensure that the bus operator and/or Consortium staff have accurate school contact information and that appropriate school staff are available by telephone (either by cell phone or school land line). Appropriate school staff are required to be available during school bus run times.</p> <p><b><u>Visible Parent Involvement:</u></b></p> <p>In the event the afternoon transfer involves a student in Junior or Senior Kindergarten, where the visible parent program is in effect, and the parent/emergency contact is not at the designated home bus stop to meet the student:</p>
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	<ul style="list-style-type: none"> <li>• The driver will contact the Operator to have them contact the parents/Consortium and advise parents what steps need to be taken.</li> <li>• The Operator/Consortium will then contact the parent/emergency contact to have them either get to the stop immediately, or meet the bus back at their attendance school.</li> <li>• If unable to contact the parents/emergency contact, the Operator will instruct the driver of the transfer bus to return the student to their attendance school at the end of their run;</li> <li>• The Operator/Consortium Staff will contact the school to let them know the student is being returned to the school; and the Consortium Staff will let the parent/emergency contact know where their student can be picked-up.</li> </ul>
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