



**TRANSPORTATION PROCEDURE**  
**SECTION 100 GENERAL**  
**122 SCHOOL BUS TRANSFERS**

**NWOSSC 122**

### **Statement and Rationale**

The transfer of students from one bus to another may be required to provide efficient and effective home to school transportation service. Where required, transfers must be conducted in the safest manner possible.

### **Procedure**

The following procedures are intended to assist students, families, schools and transportation service providers in understanding transfer definitions and responsibilities.

#### **1.0 Definitions**

**“Transfer”** refers to the movement of a student from one school bus or school purposes vehicle to another within the course of home-to-school transportation.

An **“approved transfer location”** is the location where transfers take place. *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. The Consortium often uses schools as transfer locations, however transfers may occur in other approved locations.*

A **“feeder bus”** 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 **“feeder bus”** transports a student from the school to the approved transfer location for their designated transfer bus.

A **“transfer bus”** 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.

## 2.0 Transfer Process

- Feeder and Transfer Buses will arrive at the approved transfer location.
- The Feeder Bus and Transfer Bus will stop nose-to-tail, in a straight line, with doors adjacent to a sidewalk or walkway wherever possible.
- Upon arrival, the driver of the Feeder Bus will radio the Transfer Bus to advise of how many students are to be transferred.
- Students will be directed by the driver of the Feeder Bus when to disembark the Feeder bus (note that students will not disembark until both the Feeder Bus and Transfer Bus are in position).
- The driver of the Transfer Bus will confirm with the driver of the Feeder Bus by radio the number of students received and indicate that the transfer is complete, at which time the Feeder Bus and Transfer Bus will proceed with their runs.

## 3.0 Late Buses

Bus routes will be planned and operated so that the transferring vehicles arrive at the approved transfer location within approximately five minutes of one another, where possible.

In the event that either bus is late arriving at the approved transfer location, the driver will communicate by radio with the affected buses and dispatch to advise of the delay. Depending on the length of delay, the Consortium will determine whether the affected buses will wait at the approved transfer location, or each bus will individually transport students to their destination school or home bus stop.

## 4.0 Bus Operator/Driver Responsibility

The Operator will be responsible for ensuring that Drivers are trained and conduct transfers, where required, following the process outlined in 2.0.

Bus Drivers will be responsible for conducting and supervising the transfer of students following the process outlined in 2.0.

The Operator/Driver will be responsible for identifying and reporting any issues with transfer locations or processes to the Consortium.

All drivers of Transfer and Feeder Buses will ensure that students not attending the transfer location school, or not required 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.

## 5.0 Consortium Responsibility

The Consortium will approve transfer locations, in consultation with school administration, facility managers, and Bus Operators.

Where required and on an annual basis, the Consortium will assist schools and bus operators with initial set-up of transfers.

On an ongoing basis, the Consortium will communicate transfer procedures to Bus Operators, schools and the public to ensure thorough understanding by all parties and consistent application of the procedures throughout the jurisdictions of member School Boards.

## 6.0 School Responsibility

Although some transfers 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.

Date Last Reviewed	February 2020
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Associated Policies/Procedures	
References	Policy 5.7