



TRANSPORTATION PROCEDURE

NWOSSC 119

SECTION 100 GENERAL

119 SCHOOL BUS STOP ASSESSMENT AND PLACEMENT

Statement and Rationale

The Consortium is responsible for ensuring that bus stops are approved in locations that provide safe conditions for students to board and disembark, while maintaining safety of the bus and all occupants. This procedure establishes guidelines for assessing and placing bus stops.

Procedure

1.0 Stop Assignment

All students registered for home to school transportation will be assigned to the existing bus stop nearest to their transportation address (home or caregiver). Where possible, centralized/neighbourhood bus stops will be used to minimize the frequency of bus stops and reduce bus ride times for students.

2.0 Stop Distance

Bus stops will be placed at least 275 metres apart. When proceeding from one stop to the next, the bus driver must have time to activate the warning flashers to alert motorists. Placing stops close together increases the chances of a rear-end collision or motorists illegally passing a stopped school bus.

When there is no existing bus stop within 275 metres of a student's transportation address, placement of a new stop closer to the address will be assessed by the Consortium. Placement of new stops is subject to the route extension criteria set out in the Transportation Policy.

3.0 Stop Assessment

All bus stops will be located where deemed appropriate by the General Manager or designate. Only approved stops will be used for pick up and drop off of students except in cases of emergency.

When assessing and placing a new bus stop is required, or reassessing an existing stop, the following will be taken into consideration.

3.1 Highway Traffic Act

All bus stops will be located in a manner that allows stops to be completed following the Ontario Highway Traffic Act and all relevant regulations.

3.2 Safe Standing Location

Students and parents/guardians should have a suitable and safe standing area off the travelled portion of the roadway.

3.3 Lane Configuration

Where a bus is required to make a stop on a roadway with more than two lanes (e.g. highway with one passing lane), the bus will stop in the lane closest to the shoulder of the roadway.

Stops will not be placed on roadways with 4 or more lanes.

3.4 Sightlines

Bus stops will provide the appropriate sightlines for bus drivers when completing stop procedures, as well as for other road users approaching from all directions. Minimum sight distances in the table below will be maintained for new bus stops. Existing stops will be reviewed and assessed for compliance with sight distances on an ongoing basis.

Posted Speed (km/h)	Minimum Stopping Sight Distance (m)
40	65
50	110
60	135
70	160
80	185
90	215
100	245

Source: Geometric Design Standards for Ontario, Table C2-1

For clear visibility, bus stops will be placed away from natural obstructions such as hills or curves wherever possible. Where hills and/or curves are present, sightlines will be assessed and stops placed accordingly.

Where appropriate sightlines are not available, alternative stop locations that provide adequate visibility will be assessed and may be approved by the General Manager.

Where visibility is limited and no alternative stop locations are available, placement of Bus Stop Ahead signs may be requested from the appropriate road authority to indicate to drivers that they are approaching a school bus stop with limited sight distance, according to the Ontario Traffic Manual, Book 6 - Warning Signs. When warning signs are in place, bus stops with limited sight distances will be considered.

4.0 Limitations

Students may be required to travel distances in excess of 275 metres to reach their assigned bus stop where conditions outlined above do not allow for the placement of a closer stop.

Delivery of home to school transportation services occur where inclement weather, snow, lack of sidewalks, rural conditions, railway crossings and wildlife are common. The Consortium is not able to change the placement of stops based on these factors.

5.0 Parent/Guardian's Responsibilities

Parents/guardians are responsible for their child's safety and conduct when travelling to and from the bus stop, and while waiting for the bus.

Parents/guardians should contact the Consortium with any concerns regarding the safety of bus stop locations.

Date Last Reviewed	August 2022
Date First Approved	2013
Associated Policies/Procedures	
References	3.0 Safety/4.0 Bus Stops