



Section <b>Responsibilities of STWDSTS</b>	Page 1 of 2
Type <b>Responsibilities</b>	Date <b>Revised</b> Mar 5, 2014

<p><b>Statement</b></p>	<p>Pursuant to the <i>Education Act</i>, R.S.O. 1990, School Boards may provide transportation services for their students.</p> <p>With the goal of constantly improving their efficiency, the CSV, CSDCCS, DPCDSB, UGDSB and WCDSB have partnered in a consortium which has adopted guidelines pertaining to student transportation.</p> <p>Transportation is organized and supervised by STWDSTS.</p>
<p><b>Procedures of the STWDSTS</b></p>	<p><b>STWDSTS is committed to:</b></p> <ol style="list-style-type: none"> <li>1. Providing safe and efficient transportation services, in a reasonable period of time, for the students, travelling to school and from the school.</li> <li>2. Providing individualized transportation services for students who cannot access regular transportation due to a physical or physiological disability, or for other medical reasons, as well as for students identified as “exceptional” students.</li> <li>3. Handling complaints, and requests for information or changes, on an individual basis, in accordance with the policies and procedures of STWDSTS.</li> </ol>
<p><b>Responsibilities</b></p>	<p><b>STWDSTS is responsible for:</b></p> <ol style="list-style-type: none"> <li>1. Planning safe transportation routes in accordance with the policies and procedures of STWDSTS.</li> <li>2. Provide access to schools, school bus operators, parents/guardians and students to routing information, including pick up and drop off times, through BusPlanner Web.</li> <li>3. Optimizing bus travel without endangering the students’ safety and well-being.</li> <li>4. Planning efficient bus routes taking into account the following factors: safety, travel time, the number of students on the bus, the bus size, the number of buses per school and cost reduction.</li> <li>5. Planning efficient routes using the shortest possible trip to and from school on public access roads or highways.</li> </ol>



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<b>Responsibilities... continued</b>	<ol style="list-style-type: none"><li>6. Receiving and assessing transportation change requests or new requests from parents and schools.</li><li>7. Planning new routes and informing parents, bus operators and the schools accordingly.</li><li>8. Receiving and assessing suggestions from bus drivers through their bus operators regarding possible changes to the transportation routing, making decisions, and notifying the parents, bus operator and schools.</li><li>9. Providing legible copies of all Life-Threatening Management and Prevention Plan forms (TF002) to Bus Operators as they are received from the schools. STWDSTS will update student transportation records to indicate that the student has a critical medical condition.</li></ol> <p><b>STWDSTS must:</b></p> <ol style="list-style-type: none"><li>1. Manage and update bus transportation services on a daily basis.</li><li>2. Remain in regular contact with bus operators and school principals to ensure the safe and efficient management of school transportation services on a daily basis.</li><li>3. Maintain clear and regular communication with parents in order to inform them about policies, procedures, safety measures, etc.</li><li>4. Support school principals and bus drivers in maintaining discipline on the bus.</li><li>5. Set up and organize safety campaigns to raise awareness and improve the behaviour of students before, while and after they travel on a school bus.</li><li>6. Conduct inspection visits and assessment activities pertaining to bus transportation services, in order to ensure that bus operators are complying with the Consortium's policies and procedures.</li></ol>
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