



Section Responsibility of WESTS	Page 1 of 3
	Date : August 18, 2009 Amended : October 22, 2013

<p>Statement</p>	<p>Pursuant to the Education Act, R.S.O. 1990, school boards may provide transportation services for their students.</p> <p>With the goal of constantly improving their efficiency and effectiveness WESTS has adopted common guidelines pertaining to student transportation.</p> <p>Transportation is organized and supervised by WESTS.</p>
<p>Procedures of WESTS</p>	<p>WESTS is committed to:</p> <ol style="list-style-type: none"> 1. Providing safe and efficient transportation services, in a reasonable period of time for the students, from their place of residence to the school and from the school to their place of residence; 2. Providing individualized transportation services for students who cannot access regular transportation due to a physical or physiological disability, or for other permanent medical reasons, as identified by the board administrative staff; 3. Notification to parents of the decision regarding their request for transportation services through the schools and the Geoquery website; 4. Contacting parents by telephone of any changes to transportation or new transportation requests processed after August 15th each year; 5. Handling complaints and requests for information or changes, on an individual basis, in accordance with the policies and procedures of WESTS.
<p>Role of WESTS Employees</p>	<p>Employees of WESTS;</p> <ol style="list-style-type: none"> 1. Plan safe transportation routes in accordance with the policies and procedures of WESTS; 2. Inform schools and school bus operators about the routes and pick-up and drop-off times for each route; 3. Inform parents about the pick-up and drop-off times for their child(ren) via the Geoquery



Section Responsibility of WESTS	Page 2 of 3
	Date : August 18, 2009 Amended : October 22, 2013

	<p>website or by phone if changes are made after August 15 and before the first day of school;</p> <ol style="list-style-type: none"> 4. Optimize bus travel without endangering the students' safety and well-being; 5. Plan 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; 6. Plan efficient routes using the shortest possible distance between the students' place of residence and the school, on public access roads or highways; 7. Plan routes to minimize student riding time endeavouring to maintain the parameters of 60 minutes at the elementary level and 75 minutes at the secondary level; 8. Receive and assess transportation change requests or new requests from parents; 9. Receive and assess suggestions from bus drivers regarding possible changes to the transportation routing, making decisions, and notifying the school bus operator.
Responsibilities of Employees of WESTS	<p>Employees of WESTS:</p> <ol style="list-style-type: none"> 1. Manage and update bus transportation services on a daily basis; 2. Remain in regular contact with school bus operators and school principals to ensure the safe and efficient management of school transportation services on a daily basis; 3. Maintain clear and regular communication with parents in order to inform them about policies, procedures, safety measures, etc.; 4. Maintain the buskids website to ensure the information is accurate and easily assessable by parents, schools and operators; 5. Support school principals and bus drivers in maintaining discipline on the bus; 6. 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;



Section Responsibility of WESTS	Page 3 of 3
	Date : August 18, 2009 Amended : October 22, 2013

	7. Conduct inspection visits and assessment activities pertaining to bus transportation services, in order to ensure that bus drivers are complying with the Consortium's policies and procedures.
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Approved by Motion ETC#09-07;

Dated: November 20, 2009

Amended by Motion: GC #11-01

Dated: November 21, 2013