

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATIONS

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**Section: Business and Administrative Services**

• **Transportation**

**Regulation Code: BA-8.3.2**

**Regulation: ROUTE OPERATION: CONSISTENT**

**Policy Code Reference: BA-8.3**

**PICK-UP/DROP-OFF LOCATION**

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This Administrative Regulation is written in accordance with the guiding principles in Policy No. BA-8.3.

### **1. Bus Pick-up and Drop-off Points**

- 1.1 Pick-up and drop-off points are designated by Student Transportation Services subject to appeals for review to Student Transportation Services.
- 1.2 Pick-up and drop-off points are not to be changed, added, or deleted without authorization from Student Transportation Services.
- 1.3 A bus driver is not to allow a pupil to get off the bus at other than the pupil's regular stop without written authorization from the school principal or authorization from Student Transportation Services.
- 1.4 Each pupil is to have a regular pick-up and drop-off point. Pick-up and drop-off points can be different morning and afternoon, but both points must be within the pupil's school attendance boundary and on an existing bus route (check with the school principal to determine pupil's school attendance boundary). Furthermore, this must be consistent, five days a week for the school year.
- 1.5 Bus drivers change frequently and variation from an established pick-up and/or drop-off pattern leaves room for error and will not be allowed except as provided in item #2 within Policy No. BA-8.3, Route Operation.
- 1.6 In the event that a driver arrives at a designated stop and the student, who is regularly met by a parent(s)/guardian(s), is not met, the driver shall radio the operator for assistance. The operator and/or, where contacted, the school, will attempt to locate the parent(s)/guardian(s). If there is considerable delay, the driver shall hold the student and complete the route. Student Transportation Services should be notified at this time. If the operator and/or the school are unable to contact the parent(s)/guardian(s) by the time the driver has completed all other stops, then the police shall be contacted and arrangements made for the safe transfer of the student.

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Established: 29 May 2000

Revision Dates: 28 September 2006