

SOUTH SHORE REGIONAL SCHOOL BOARD POLICY & PROCEDURES

POLICY # 245

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REQUEST FOR NEW SCHOOL BUS STOPS	June 21, 2006	Page 1 of 2

It is the policy of the South Shore Regional School Board to establish safe school bus stops that comply with applicable regulations. The Board recognizes that there will be requests for new bus stop locations from time to time and believes that an orderly process for responding to these requests is necessary.

GUIDELINES

The Board sets the following guidelines to govern the handling of requests

1. In establishing bus stops, the main considerations shall be:
 - Student safety
 - Accessibility to the majority of students
 - The topography of the area
2. Requests for new bus stops shall be submitted in writing on or before August 15 in order to be considered for the coming school year. On or before September 30, transportation staff shall evaluate requests which meet this timeline and communicate the decision to the parents.
3. Requests shall include the students' names, address, school, grade and the location of the nearest existing stop. Submissions should explain why a new stop is needed, or give reasons why the existing stop should be re-located.
4. Requests submitted after August 15 shall only be considered if the applicant can:
 - a. demonstrate a clear and specific safety concern, or
 - b. show that there is no existing stop within 0.5 kilometres, or
 - c. provide medical evidence of a physical or cognitive condition that would pose a challenge and/or barrier to mobility
5. Transportation staff shall assess each request according to the following criteria:
 - a. Stop sight distance: a new stop location shall provide adequate visibility as determined by sight stopping distance procedures prescribed by the Department of Transportation and Public Works.
 - b. The establishment of a new stop may not result in greater than 3 stops per 1.6 kms.
 - c. The new stop may not be closer than 0.2 kms from the next closest stop.
 - d. The stop shall comply with any other provincial or federal legislation or regulation established from time to time.



SOUTH SHORE REGIONAL SCHOOL BOARD

Request to Create/Move School Bus Stops

On the other side of this form, we have printed the School Board's policy governing requests for new school bus stops. Please review it before completing the section below.

Applicant's Name:	Tel:
Civic #:	Street:
Town:	Postal Code:
Student's Name:	Grade:
School:	Bus # (if known):
Stop Location Requested (civic #):	
Civic Address of Nearest Stop:	

Explanation of why a new stop is needed or existing stop should be re-located. **(Please select one and provide a detailed explanation below.)**

Specific Safety Concern

Distance to Nearest Stop

Special Needs Affecting Mobility

Other

Signature of Applicant

Date

This section is to be completed by Transportation Personnel only.

Transportation Officer's Comments:

Action Taken:	Denied <input type="checkbox"/> Approved <input type="checkbox"/> Effective Date:
Driver Notification: <input type="checkbox"/> <input type="checkbox"/>	Parent/Guardian Notified: