



Section Responsibility of WESTS	Page 1 of 3
	Date : August 18, 2009 Amended : October 22, 2013 Amended : February 14, 2020 Amended : November 11, 2021

Statement	<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>
Procedures of WESTS	<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 Bus Planner Web. 4. Contacting via automated calls to advise them to access their child’s transportation details through their account on Bus Planner Web for all changes 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.
Role of WESTS Employees	<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 to access route information through Bus



Section Responsibility of WESTS	Page 2 of 3
	Date : August 18, 2009 Amended : October 22, 2013 Amended : February 14, 2020 Amended : November 11, 2021

	<p>Planner Web.</p> <ol style="list-style-type: none"> 3. Inform parents about the pick-up and drop-off times for their child(ren) via the Bus Planner Web or by automated call if changes are made after August 15 and before the first day of school; 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' pick up and drop off stops 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, understanding there may be situations based on distance that preclude meeting these time frames; 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 through the bus kids website with parents in order to inform them about policies, procedures, safety measures, etc.; 4. Maintain the buskids website to ensure the



Section Responsibility of WESTS	Page 3 of 3
	Date : August 18, 2009 Amended : October 22, 2013 Amended : February 14, 2020 Amended : November 11, 2021

	<p>information is accurate and easily assessable by parents, schools and operators;</p> <ol style="list-style-type: none">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;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 Board of Directors on November 21, 2013
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