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	Date : November 25, 2010 Amended: February 14, 2020

<p>Statement</p>	<p>The role of WESTS is to provide efficient and effective student transportation. In order to meet this objective the routes must be planned and implemented in a manner that optimizes the resources as well as consideration of length of travel time for students.</p> <p>Maximum travel times have been set for bus trips taking into account the geography of the area. (N.B. There may be situations where the maximum travel time can not be met and will exceed the noted times below).</p> <p>The Service parameters have been developed to assist in ensuring that the routes developed are both safe and efficient.</p>									
<p>Procedures</p>	<p>The following service parameters will be utilized:</p> <ol style="list-style-type: none"> 1. Arrival/departure windows will be set out as per Policy A-004, which is a 15 minute window prior to bell time and departure of 10 to 15 minutes after the pm bell. (N.B. There may be situations at the secondary level where buses will arrive prior to the 15 minute window). 2. Transfers will only occur to regulate bus loads and increase efficiencies. The routing will be as per Policy A-004. 3. Combination of Routes with secondary and elementary students may occur if required to optimize routes. 4. Bus loads will not allow for any students to be standing on the bus. 5. Maximum Number of Students on a Bus are set as per the Manufacturer's Seating Capacity Rating (MSCR) to reasonably accommodate as many riders as possible while respecting student safety and comfort during transport. The Optimum Weighted Load Capacity will be used as follows: <table border="1" data-bbox="581 1801 1409 1961"> <thead> <tr> <th>Vehicle Size</th> <th>Optimum Weighted Capacity GR. JK to 6</th> <th>Optimum Weighted Capacity Gr. 7 to 12</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>20</td> <td>17</td> </tr> <tr> <td>36</td> <td>36</td> <td>24</td> </tr> </tbody> </table>	Vehicle Size	Optimum Weighted Capacity GR. JK to 6	Optimum Weighted Capacity Gr. 7 to 12	20	20	17	36	36	24
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	<p>For runs that serve a combination of students from JK to grade 12, loads shall not exceed the MSCR using the calculated weighted load factors: JK to Grade 6: 1 weighted load factor per student Grade 7 to 12: 1.5 weighted load factor per student</p> <p>6. Central Pick up Points - where houses are grouped together, such as in urban areas and developed rural areas, students will be required to meet at a central pick up point. Transportation for identified Board programs may have common pick up points that exceed the walk distances as identified in Policy GT-011.</p> <p>7. The length of the bus trip will be calculated based on the Bus Planner software and will only consider "normal" traffic conditions. Construction, accidents and inclement weather may cause the trip to exceed the following trip lengths. If any construction is expected to be long term and affect the route on a continuous basis the routing will be reviewed to determine if the time can be reduced.</p> <p>The amount of time spent aboard the bus by students shall not normally exceed: 60 minutes- Junior kindergarten to Grade 6 75 minutes - Grade 7 to Grade 12</p> <p>8. Transportation is provided from home to school/school to home. Trips to accommodate student's or parents' work will not be allowed. The drop off address will be as per the transportation address and WESTS does not consider a place of business a home address.</p> <p>9. WESTS does not provide additional trips for students who must leave school early.</p>						