



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section:	Business and Administrative Services	Regulation Code: BA-8.3.2
	• Transportation	
Regulation:	ROUTE OPERATION: CONSISTENT	Policy Code Reference: BA-8.3
	PICK-UP/DROP-OFF LOCATION	Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy No. [BA-8.3, Route Operation](#).

1. Bus Pick-up and Drop-off Points

- 1.1 Pick-up and drop-off points are designated by Student Transportation Services of Central Ontario (STSCO) subject to appeals for review to STSCO.
- 1.2 Pick-up and drop-off points are not to be changed, added, or deleted without authorization from STSCO.
- 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 STSCO.
- 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 Board 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. STSCO 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.

Established: May 29, 2000 Reviewed/Revised: September 28, 2006
May 10, 2011
February 25, 2016
October 27, 2020