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| Type<br><b>Eligibility Guidelines</b> | Date<br>June - 2010 |

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|------------------|--|
| <b>Statement</b> | STSWR is committed to planning and delivering safe, effective and efficient transportation service. Wherever beneficial, routes may be shared to avoid duplication of costs. Students from all partner School Boards may be transported on the same vehicle at the same time.  |
| <b>Procedure</b> | STSWR staff will plan routes in the safest, most effective and efficient manner possible using the criteria listed below via computerized planning software and input from the bus company as required. Optimization of the routing network will be conducted annually to improve the overall efficiency and effectiveness of the transportation network.  |
| <b>Criteria</b>  | <p>The following service criteria are used by STSWR to provide safe, efficient and effective student transportation.</p> <ol style="list-style-type: none"> <li>1. <u>Length of Time on the Bus</u><br/>Wherever possible, every effort will be made to ensure that students will not be on the bus longer than 60 minutes (one way).</li> <li>2. <u>Shared Transportation</u><br/>Students from all school boards may be transported on the same vehicle at the same time.</li> <li>3. <u>Special Needs Transportation</u><br/>The School Boards will identify students with special needs that require specialized transportation services. For further details please see Special Needs Transportation</li> <li>4. <u>Mode of Transportation</u><br/>Student Transportation Services of Waterloo Region will determine the mode of transportation service to be provided in all cases. This may include taxis, public transit and contracted school buses and/or vans.</li> </ol> |



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5. Maximum Number of Students Transported on a Bus

The number of students transported on a school bus will not exceed the manufacturer's capacity for that vehicle. Where practical, bus seats will be loaded as follows:

- JK to Grade 6 - 3 per seat
- Grade 7 to 12 - 2 per seat

No students are permitted to stand on the bus.

6. Distance to Stops

While the location of bus stops will be determined exclusively by STSWR, the following guidelines will be used in determining bus stop locations.

- Students living in urban municipalities or established settlement areas may be required to walk up to the following distances to their bus stops.

| <i>Grade</i>                   | <i>Distance</i> |
|--------------------------------|-----------------|
| Junior and Senior Kindergarten | 0.5 km          |
| 1- 8                           | 1.0 km          |
| 9- 12                          | 1.6 km          |

- As a general rule, students living in rural areas outside urban municipalities or established settlement areas will be picked up or dropped off close to their laneway. Where this is not possible, they may be required to walk up to 0.5 km from their property to a bus stop.

7. Bus Stops

In urban or developed area, bus stops are centrally located to safely accommodate groups of students.

Where possible, bus stops for Junior Elementary students will not exceed 15 students.

In higher density areas, students will be required to use a central stop that is curb side, as the bus may not enter housing complexes.