

Policy Section:	Transportation
Policy Title:	Designated Stops/Assigned Routes
Policy Number:	RCJTC P.01.04
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4. DESIGNATED STOPS/ASSIGNED ROUTES

- 4.1** a) Routes are planned to ensure safety and efficiency taking into account the length of the travel time for students. Maximum travel times have been set for routes taking into account the geography of the area.
- b) The amount of time spent aboard the vehicle by students shall not normally exceed:
- 60 minutes – Junior Kindergarten to Grade 6
- 75 minutes – Grade 7 to 12
- 4.2** The Boards, the RCJTC, transportation operators and drivers shall not be responsible for the well-being or safety of pupils while they are at the stop. The Boards/RCJTC consider this to be an area of parental/guardian responsibility (refer to Section 9A.3).
- 4.3** Stops shall be established by the RCJTC on public roads, at points close to the pupil's home, but at reasonable intervals (no closer than 200 m apart), so as not to impede traffic. When stops are located at intersections, the vehicle will stop at least 5 meters before or after uncontrolled/60 meters before or after controlled intersections. The location of the stop must also be consistent with the RCJTC Policy and Procedures and the safety provisions of the Highway Traffic Act and must not exceed the requirements for the pupil to walk beyond the maximum distance, as prescribed by the RCJTC.
- 4.4** The operator/driver shall not add or delete or change in any fashion an established stop, or route plan, without first consulting the RCJTC.
- 4.5** The location of stops and the design of routes, in all built up areas (usually posted at 60 km/hr or less) of Renfrew County, shall be governed by the principles that the vehicle access built up areas in the most efficient manner possible. That is, the route access point shall be located on the street providing the most direct route through the area.
- 4.6** If stops are disputed, the General Manager shall establish their location. Local or Provincial Police and Ministry of Transportation officials may be consulted, when necessary, to assist in the evaluation of safety hazards at stops.

- 4.7** The RCJTC reserves the right to reassign established routes to other areas, as required, for reasons such as overloads and school boundary changes, rather than terminate the route and call tenders for a new route.

In an overload situation, the routes will be reorganized to balance the loads. If this is not workable, then the overload route will be offered to an operator. If not accepted, then the overload route will be tendered to the RCJTC operators.

The development of new or review of existing routes can take place if one (1) or more of the following occur:

- declining enrolment and eligibility within the school boundary;
- growing enrolment and eligibility within the school boundary;
- new school construction/relocation;
- decommission/ closure of existing school;
- bell time changes are required or requested;
- transportation operator service issues;
- general maintenance.

- 4.8** The RCJTC reserves the right to terminate at any time during the school year, any route which becomes unnecessary due to amalgamation of routes, movement of pupils and/or closing of schools, without remuneration to the operator.

- 4.9** The RCJTC reserves the right to transfer pupils to or from any route, without remuneration to the operator, unless such transfer of pupil's results in a larger vehicle being required, or an extension to the route.

Related RCJTC Administrative Procedures

AP.01.05	Designated Stops/Assigned Routes Procedure
AP.01.06	Designated Stop Change Request Procedure
AP.01.30	Route Review Procedure
AP.01.31	Duration of Route

Related RCJTC Forms

F.1.6.1	Request Stop Location Review Form
F.1.6.2	Stop Location Review – Observation Form