

Topic	Number of Pages	Date Approved
3.14 Transferring of Students Between Buses	1 of 1	September 2010

Policy Statement

In order to maximize efficiency, Southwestern Ontario Student Transportation Services ("STS") may plan routes whereby a student is required to transfer buses in order to complete their trip.

Procedure

Designated transfer points will typically be school sites close to where a number of buses would typically converge.

STS will ensure that wait time at a transfer site is kept to a reasonable level, noting elementary wait time will generally be shorter than secondary, where operationally feasible and transfers will be timed to coordinate within the window of supervision at the school site.

STS will identify transfer sites in its' planning software. Students required to transfer buses will have the information recorded in the Parent Portal.

The School Principal of the transfer site will be so advised so that appropriate support can be provided to the transferring students and bus drivers as required.

Supervision of transfers will be provided by school staff and the bus drivers for elementary aged students; secondary students are responsible for independently transferring buses.

Transfer buses will be marked with a sign which says "Transfer". Students who transfer buses will be provided a blue identification tag which should be affixed to the student's back pack for the balance of the school year as a visual cue to school staff and the bus driver for identification of students who will be transferring buses and who are permitted to access the transfer bus.

Transfer buses will not depart the location until the other buses which contain transfer students have arrived. Radio communication will be used as required between the buses.