

Bus Stop Location

Procedure 205

Revised: 1/21/2025

Statement

The location of the bus stop is determined by the student's address and in accordance with standard safety criteria. As *Transportation Policy section 2.4 –Eligibility Distance*, most students are expected to travel to their bus stop up to the Maximum Distance to Stop based on grade level. Parents/Guardians may need to assist and/or supervise their children going to, coming from, and waiting at the stop. The inability of Parents/Guardians to supervise their children does not justify adjusting the stop location.

Procedure

Students are assigned to bus stops on their route that are already established based on the below criteria. All stops are considered group stops. A stop established outside a student's address will be assigned to students whose addresses are under the Maximum Distance to Stop. A new stop is only created when an eligible student would be required to travel more than the Maximum Distance to Stop under policy (0.8KM for JK-Grade 8 students; 1.6KM for Grade 9-12 students).

Safe Stop Criteria

All bus stops must be placed on publicly assumed roads and away from controlled intersections. Where necessary, the Safety Officer or designate will visit the site of a current or proposed bus stop location to ensure it meets the following safety criteria:

Sight Lines

A minimum of 125 metres of visibility in both directions of a bus stop. Curves (hills) or bends in the road, shrubbery, or fixed road elements (such as posted signs or poles, etc.,) may obstruct the view of students waiting at the stop or of the bus itself when it is stopped.

Distance Between Bus Stops

Tri-Board endeavors to create reasonable distance between bus stop locations to allow the bus to slow, activate its orange overhead lights, and then stop, activating its red overhead lights and stop arm. Continuously slowing down and stopping impedes traffic. The more often a school bus stops, the more likely other motorists are to become frustrated and try and pass the bus.

Safe Pedestrian Access

Pedestrians must be able to wait at the stop location without encountering a hazard or obstruction. A hazard is defined as that which prevents safe pedestrian travel based on current traffic infrastructure, and which cannot be easily avoided. An obstruction may be a fence, building, shrubbery, etc., that also prevents safe pedestrian access within the Maximum Distance to Stop

policy but is not hazardous. Where there are no sidewalks or a narrow road, there needs to be at least a 1-metre-wide space for the student to stand.

Bus Danger Zone

The stop location must allow for students to wait at least 1 metre away from the bus when it is stopped.

Road Condition/Maintenance

Due to the size and weight of a school bus, some roads are not travelable based on their surface conditions (for example, narrow dirt roads are inaccessible to school buses). The road condition must be free from potholes and debris. The history of road maintenance is also considered, and stops are only placed on roads that are clear and safe during inclement weather. Tri-Board may consult the roads department or municipality to assess the travelability of the road for school buses.

Turnaround

Buses require a 20-metre radius to turn around without getting stuck. Large ditches, shrubbery, poles, mailboxes, and other fixed objects may hinder the turnaround. Stops will not be placed on dead end roads if there is no turnaround space that does not require the use of private driveways or roadways.

Wheelchair Bus Lift

An accessible bus requires space for the lift to be put down on level ground.

Bus Transfer Locations

It is sometimes necessary to transfer students from one bus to another in order to accommodate their transportation to and from school.

A school bus transfer site must:

- a) meet all the same criteria as a bus stop location
- b) be in an area where the students can move safely to and from their transfer bus
- c) be free of student distractions e.g. retail stores

Students must not be let off the bus for any reason other than to transfer from one bus to another. All buses must be present at the transfer point prior to any student loading/unloading, except when the transfer occurs at a school site. It is the responsibility of the Bus Operators to communicate with each other if one transfer bus is late or cancelled so as not to leave students stranded.

Identifying Concerns with Stop Locations

Routes and bus stop locations are determined by Tri-Board and shall not be changed by bus drivers or Operators. Parents/Guardians may submit a written request to change the bus stop location on triboard.ca including the student's name, school they attend, bus route number, stop location, and safety concern(s). Requests to move stops submitted at the beginning of the school year are reviewed in October, after the bulk of new student applications are processed. A request to change the location of a stop is not a guarantee the bus stop will be moved.

Bus stops are created to safely and efficiently pick up groups of students and will not be moved out of convenience for any one student or family. Reasonable justifications to review/relocate a stop are as follows:

- The stop is located outside a residence that no longer has students using the school bus.
- Local conditions have changed, or Tri-Board is not aware of conditions.
- Any of the above safety criteria cannot be met.

Conditions that will not be considered during the review:

- Family circumstances
- Supervision needs for other children
- Inability of parents/guardians to supervise student going to, from, or waiting at, the stop
- Weather conditions
- Parent/Guardian work schedules
- Conflicting transportation schedules for multiple students