



# OSTA

Ottawa Student  
Transportation  
Authority

## **MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Vicky Kyriaco, General Manager/CAO  
**DATE:** November 10, 2014  
**RE:** **Bell Time Review**

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### **Background**

As part of the Ministry's Efficiency and Effectiveness review, OSTA is conducting a system-wide bell time review. The goal of the review is to align bell times in such a way as to allow tiering of bus runs to increase capacity utilization, while balancing the needs of each school community. In January 2014, OSTA staff presented the OSTA Board and OCDSB/OCSB Trustees proposed bell time changes based on internal feedback of principals and superintendents. This report was subsequently revised in February 2014, showing a few changes/corrections. Both reports have been available online on OSTA's website since then.

OSTA's Bell Time Management Policy T19 stipulates that the OSTA Board of Directors has the authority to approve bell time changes of 10 minutes or less, with appropriate consultation. Any changes over 10 minutes must be approved by the school board Trustees.

This report presents recommendations for changes of 10 minutes or less for approval by the OSTA Board. This report also presents the proposed recommendations for changes expected to be presented to both school boards in January 2015.

### **Current State**

#### Key Considerations

OSTA staff acknowledges that change is difficult in any family setting. There are many different and unique circumstances which exist and which should be taken into consideration by staff. Finding the greatest cost savings is not the ultimate goal, although the outcome of this exercise will result in some savings for both school boards. The point of the review is to investigate and evaluate the potential for savings, and the decision as to whether to proceed or not will be made based on a multiple of factors, and not just on the cost savings.

- 1) Standardized bell times allow run tiering in most circumstances, and simplifies future assignment of bell times.
- 2) Changes affect families in the following ways:
  - a. late(r) arrival to work
  - b. new additional daycare costs or problem with childcare (either daycare availability or sibling care)
  - c. issues with timing of OC Transpo bus routes

- d. getting children to 2 or more different schools
  - e. affects extra-curricular activities
- 3) The number of feedback surveys received was not the only parameters used in the decision-making process. Sometimes a single item within the feedback could influence the decision not to make a change. All feedback was reviewed.
  - 4) The number of walkers vs students transported could also influence the decision. OSTA does not believe it is in the school community's best interest to disrupt a majority of students in a school only to save a relatively small number of buses.
  - 5) Changes to the walk zone and hazards, or school programs, that create an added layer of complexity to re-establishing families' routines.
  - 6) OSTA is proposing to change 26 schools from 9:00 to 9:15. Currently, 30 schools have bell times in the 9:05 – 9:30 range.

Barrhaven was not part of this review as they underwent a bell time review with changes that were implemented in 2010. Barrhaven will be undergoing a bell time review and public consultation during the 2015-16 school year for implementation in September 2016.

#### Consultation

Feedback from stakeholders was collected in the following ways:

1. GM/CAO presented or met with parent council presidents, school board staff, Trustees, City Councilors, and City Staff over a period of two years, and shortly prior to public consultations began
2. Survey, available online or in paper form at public consultation (2119 received, cross-referenced with emails)
3. Q&A at public consultations (25 sessions on Tuesday, Wednesday, Thursday or Saturday – poor attendance)
4. Via email, special delivery or regular mail

OSTA's communication regarding the transformation project and public consultation included:

1. Ads in local community papers at least 2 weeks prior to each consultation
2. Special transformation page on OSTA's website with blurb on home page, all reference material, link to survey, etc
3. GM/CAO presentations and communication with key leaders and stakeholders
4. 2 different hardcopy and electronic newsletters for schools to send home with students

Public consultation closed on July 15 2014.

This report will be posted online on November 12 2014 and [feedback@ottawaschoolbus.ca](mailto:feedback@ottawaschoolbus.ca) will be made available to the public for additional comments until Monday December 1 2014. Email feedback should:

- a) Show the name of the school in the subject line
- b) Contain the person's full name, address and contact information

Feedback collected between November 12 and December 1 may be used by OSTA staff to alter final recommendations going to OCDSB/OCSB in January.

Further communication about final bell times will be sent to school communities in January and throughout the rest of the year. implementation is scheduled for September 2015.

Financial Considerations

Each area represents a grouping of buses which are interdependent and used to service a number of different schools within the area. In order to maintain the potential efficiency of each area, OSTA staff recommends that Trustees leave areas intact wherever possible.

The original bell time review report presented in January 2014 demonstrated a potential savings of 115 buses or \$3,392,500. The new recommendations based on public feedback are now showing a savings of 93 buses or \$2,743,500. This number may change slightly with the finalized walk zone maps. Removal of schools within areas is likely to affect efficiency savings, although OSTA staff will endeavour to find ways to incorporate such changes to maximize efficiency wherever possible.

Approval Process and Timelines

November 10 2014	Report to OSTA Board of Directors for approvals of bell time changes of 10 minutes or less Draft of Proposed bell time changes of over 10 minutes will also be presented
November 12 to December 1 2014	OSTA report posted on <a href="http://www.ottawaschoolbus.ca">www.ottawaschoolbus.ca</a> and <a href="mailto:feedback@ottawaschoolbus.ca">feedback@ottawaschoolbus.ca</a> open. Feedback collection closes on Dec 1 2014
January 6 2015	Report to OCDSB COW re: proposed bell time changes over 10 minutes – OSTA GM/CAO and AGM will be present at COW to answer questions
January 13 2015	Report to OCSB re: proposed bell time changes over 10 minutes – OSTA GM/CAO and AGM will be present to answer questions
January 27 2015	Reports to OCDSB and OCSB Boards of Trustees for final approval of proposed bell time changes.

**Recommendations**

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 1, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 1:**

School	Current Bell Time	Final Recommendation	# Minutes
Our Lady of Wisdom	8:25	8:30	5
Sir Wilfrid Laurier	8:40	8:30	10
Chapel Hill Catholic	9:10	9:15	5

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 2, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 2 :**

School	Current Bell Time	Final Recommendation	# Minutes
St John Paul II	8:35	8:30	5
St Brigid	8:25	8:30	5
T.D. McGee	9:10	9:15	5
Our Lady of Mount Carmel	9:10	9:15	5
Assumption HS	9:10	9:15	5

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 3, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 3 :**

<b>School</b>	<b>Current Bell Time</b>	<b>Final Recommendation</b>	<b># Minutes</b>
McMaster Catholic	9:05	9:15	10
Prince of Peace	9:10	9:15	5

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 4, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 4 :**

<b>School</b>	<b>Current Bell Time</b>	<b>Final Recommendation</b>	<b># Minutes</b>
Holy Cross	9:10	9:15	5
St Bernard	9:10	9:15	5

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 5, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 5 :**

<b>School</b>	<b>Current Bell Time</b>	<b>Final Recommendation</b>	<b># Minutes</b>
St George	9:10	9:15	5
Connaught	8:20	8:30	10
Broadview	9:10	9:15	5
St Elizabeth	8:10	8:00	10

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 6, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 6 :**

<b>School</b>	<b>Current Bell Time</b>	<b>Final Recommendation</b>	<b># Minutes</b>
Severn	9:10	9:15	5
St Daniel	9:10	9:15	5
Our Lady of Victory	9:10	9:15	5
Bayshore	8:40	8:50	10

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 7, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 7 :**

<b>School</b>	<b>Current Bell Time</b>	<b>Final Recommendation</b>	<b># Minutes</b>
St John XXIII	8:25	8:30	5

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 8, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 8 :**

<b>School</b>	<b>Current Bell Time</b>	<b>Final Recommendation</b>	<b># Minutes</b>
Frank Ryan Catholic Int	8:07	8:00	7
St Rita	8:25	8:30	5

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 9, AND**

**That the OSTA Board of Directors approve bell time changes of 10 minutes or less for the following schools in Area 9 :**

<b>School</b>	<b>Current Bell Time</b>	<b>Final Recommendation</b>	<b># Minutes</b>
Holy Redeemer	8:25	8:30	5
St Anne	9:10	9:15	5
Stonecrest	9:05	9:15	10
Earl of March	8:30	8:40	10

**That the OSTA Board of Directors receive the proposed bell time changes and recommendations for Area 10**