



# OSTA

Ottawa Student  
Transportation  
Authority

## Stop Locations and Drop Offs Effective Date: September 28, 2015

<b>Policy Code – Version: T11 – V3</b>	
<b>Policy Name: Stop Locations and Drop Offs</b>	
<b>Approved</b> by motion of Board on	28/09/2015
<b>Modified</b> by motion of Board on	22/08/2022
<b>Cross Reference</b> T9 – School Bus Safety; T14 – Transportation Services T18 – Transportation Eligibility	
<b>Related Forms</b>	

### Policy Statement

1. Pick-up and/or drop-off points shall be planned with consideration for student safety both in terms of location and in numbers of students assigned to a stop. Consideration may also be given to the ages of students when locating communal pick-up/drop-off points as determined by the Ottawa Student Transportation Authority.
2. Student pick-up and drop-off locations on school bus routes shall normally be located to accommodate as many students as deemed appropriate to ensure routing efficiency and the safety of students while waiting at stop locations, as determined by the Ottawa Student Transportation Authority.
3. Students residing on crescents or courts shall normally be required to walk out to the nearest central bus stop location or intersection.
4. School bus routes and stops shall not normally be designed to provide door-to-door services.
5. Small vehicle services established for the transportation of students with special needs shall normally be designed to provide door-to-door services.
6. To ensure the safety of Junior and Senior kindergarten students transported, parents/guardians shall be required to meet their child in person at the vehicle, when the vehicle arrives at the stop, or to make arrangements at the school to identify a responsible individual to meet their child. The driver shall not drop off

kindergarten students without the identified person to meet them at the vehicle. Failure to comply with this policy may result in the forfeiture of transportation.

7. To ensure the health and safety of students with special needs (as identified by the Board) being transported on a contracted vehicle, the drivers of contracted school buses and small school purpose vehicles shall not drop off these students unless a responsible individual identified by the parent/guardian is present at the stop location to accompany the student home.

In the case of students with a disability in grades 9-12, the parent/guardian may provide OSTA with written authority to allow the driver to release the student without supervision. With the health and safety for students with special needs in mind, the approval of all unsupervised drop off shall at the sole discretion of OSTA.

### **Procedure**

1. Students eligible for transportation service will not ordinarily be required to walk more than the following distances from the nearest point of public access to their property to the nearest bus stop location:
  - a) Junior and Senior Kindergarten      0.5 km (500 meters)
  - b) Grades 1 to 12                              0.8 km (800 meters)
2. Students with special needs, who have been so identified by appropriate member school board personnel, will be provided with pick-up/drop-off location as close to, and as convenient as possible to, the student's residence or caregiver location.
3. Small vehicle drivers will deliver students to a responsible adult at stop and school locations. No student with special needs will be discharged from a small vehicle without adequate supervision. If a parent/guardian/school staff cannot be present, transportation services may be forfeit.
4. Students in grades 9-12 having a disability may be dropped off without supervision with the written authorization by the student's parent/guardian. With the health and safety of the student in mind, the approval of the unsupervised drop off will be at the sole discretion of the OSTA.
5. The Ottawa Student Transportation Authority's responsibility for the supervision of students transported on contracted vehicles will commence with the students' entrance onto the school bus/small vehicle and will end with the students' exit from the vehicle at the designated stop location.
6. Parents/guardians are responsible for:
  - a) ensuring the safe conveyance of students on their way to the stop location;

- b) ensuring the safety and security of students while waiting at the stop location until boarding the vehicle;
  - c) providing assistance to students when getting on and off of a school bus or into or out of a small vehicle;
  - d) meeting kindergarten students in person at the vehicle when the vehicle arrives at the stop. Drivers may change due to absence; identify yourself to the bus driver if you do not recognize him/her.
  - e) making arrangements with the school to identify alternate responsible individuals (1 or 2) to meet the kindergarten child(ren).
  - f) ensuring the safety and security of students after disembarking the vehicle at the drop-off location when returning from school;
  - g) adequate access/supervision is provided to the student at home or at such other destination as has been specified by the parent/guardian; and
  - h) ensuring the school has the most up-to-date contact information on file.
7. The following steps shall be taken if the parent/guardian (or responsible person) fails to meet the kindergarten student(s) at the stop in person each day:
- a) The student will remain on the bus until the completion of the route and will be returned to the school to be picked up by the parent/guardian.
  - b) If no school staff are available, the student will be dropped off at the nearest local police station.
  - c) Every attempt will be made to contact the parent/guardian.
  - d) The driver will submit a behavioural report to the school indicating the incident;
  - e) The school principal will speak to the parent/guardian;
  - f) Repeat offences may result in the suspension of school bus services or other disciplinary action.
8. Students are expected to conduct themselves in a safe and appropriate manner at stop locations, in accordance with the OSTA's "School Bus Safety" policy and the Administrative Procedures detailed therein.
9. Where the walking conditions for students are judged to be hazardous and detrimental to the safety of students, Ottawa Student Transportation Authority will have the discretion to adjust these distances to stops. A periodic review of the stop safety shall be undertaken and considered at stop creation. A review can be initiated upon a risk/hazard reported by parents, schools or general public. A risk assessment and review shall consider but not be limited to the following:

- applicable student safety policies and regulations
- school age/grade
- speed limits
- type of roads students must cross to access the stop (controlled, uncontrolled, multiple lanes, etc.)
- sidewalk conditions and surroundings
- safe accessibility in all kinds of weather
- visibility of buses and stops from both directions

10. For students enrolled in the International Baccalaureate, School of Arts, High Performance Athletic or Specialist High Skills Major Programs;

OSTA shall, in its sole discretion, assign students to community stops wherever it deems fit to meet OSTA's mandate to provide safe, efficient and effective transportation services. The parent/guardian is responsible for transportation of the student to the designated stop.