

Section Responsibilities	Number of pages 2
Titre Responsibilities of CTSE	Effective date April 1, 2017

Statement	<p>In order to increase their efficiency, the CSDCEO and the CEPEO have established the CTSE for the delivery of school transportation services.</p> <p>Transportation is organized and supervised by the CTSE.</p>
Terms - CTSE	<p>CTSE is committed to :</p> <ul style="list-style-type: none"> • Ensure safe and efficient transportation to all students entitled to transportation, from residence to school and from school to residence; • provide specific transportation, for the entire school year, to students who cannot avail themselves of regular transportation due to physical disability justified by a medical certificate and to students identified by the Special Education Services; • ensure the handling of complaints, requests for information or change, on an individual basis and within a respectable period, while respecting the regulations of CTSE.
Terms – CTSE staff	<p>CTSE staff is responsible for:</p> <ul style="list-style-type: none"> • Plan safe transportation routes that comply with the regulations of the CTSE; • communicating routes information to school administration and operators via the portal; • communicate to parents or guardians, the stops and pickup and drop off times for their child; • maximize the efficiency of bus routes without compromising the safety and well-being of students; • plan effective transportation routes that take into account the following factors: safety, time, number of students on the vehicle, vehicle capacity and number of vehicles per school; • receive and analyze requests for updating the database, changes in stops and/or requests for transportation from parents, guardians and schools; • receive and analyze suggestions for changes in stops and routes by operators, make decisions and notify the operator.
Responsibilities of CTSE Staff	<p>The CTSE staff must:</p> <ul style="list-style-type: none"> • Ensure the management and updating of daily bus routes;

Responsibilities of CTSE Staff (next)	<ul style="list-style-type: none">• maintain constant communication with operators and school administration to ensure effective and safe management of school transportation on a daily basis;• maintain clear and regular communication with parents to inform them of regulations, security measures, etc.;• support school administration and drivers in the management of buses;• create and organize safety campaigns to raise awareness and improve the behaviour of students before, during and after their school transportation;• conduct audits, organize training and make evaluations of bus routes, to ensure that operators and drivers comply with the CTSE regulations.
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Review Dates:
March 1, 2010
February 17, 2012
April 29, 2016
March 1, 2017