

Section General	Number of pages 1
Title Bell times management	Effective date February 1, 2012

Statement	<p>CTSE must make every effort to increase the efficiency of routes and maintain healthy communications with parents.</p> <p>In order to reduce the number of routes and transportation costs, schools may need to change the schools bell times to allow CTSE to double and share bus routes.</p> <p>With this in mind, it is important to quickly inform the school administration and the parents of any change in schedule.</p>
Terms	<p>The decision of CTSE to propose changes to the schools bell times must be supported by an impact study of transportation costs. Where there is a financial benefit for school boards (reduced transportation costs), CTSE may recommend schedule changes to schools.</p> <p>The recommendation is presented at a Management Committee meeting, which decides whether or not to recommend to the Board of Directors that it be presented to the concerned school board.</p> <p>The CTSE is to communicate its intentions with respect to possible scheduling changes beginning in February based on the results of the route planning for the next school year.</p> <p>Whenever possible, new bell times must be communicated to Boards and schools by the end of March preceding the beginning of the next school year.</p> <p>If a school administration wishes to change their bell times, they must follow the internal procedure of each board. The request is sent to CTSE by January 31st prior to the school year. CTSE is responsible for conducting an impact and logistics study and presenting its recommendation to the Management Board.</p>

Review dates:
January 30, 2012