CONSORTIUM
de transport scolaire de l'Est

CTSE038

Section **General**	Number of pages **2**
Title **Modification of runs and routes**	Effective date **March 12, 2015**

Definitions	**Run:** the trip that a school vehicle makes to load the first student from a school and unload the last student from that same school. There are morning and afternoon runs. **Route:** the complete trip that a school vehicle makes during an entire day. A route may include one or more runs during the same day.
Statement	When planning routes, care is taken to optimize the use of the school transportation vehicles. As a result of this planning and the implementation of the routes, it may be necessary to modify runs because of the length of the trips or the number of students on board the vehicles. CTSE reviews its routes throughout the school year. The purpose of these revisions is to ensure the effectiveness and efficiency of the routes.
Terms	Before changing a run, it is important to have all the information needed to make the right decision. **The school principal must:** • Inform CTSE of any delays that occurs on a regular basis; • refer complaints from parents or guardians about their children's time spent in the school vehicle and the number of students on board to CTSE. **The bus operator must :** • Check each run before the beginning of the school year to ensure that the run time is less than the maximum time allowed; • advise CTSE, before the beginning of the year, changes in pickup and drop off times, if applicable; • do the route as planned; • inform CTSE of any passenger overload as soon as possible; • make suggestions to CTSE to reduce the duration of a run; • advise their drivers to communicate new pickup and drop off times of less than 15 minutes to parents and guardians. **CTSE must:** • Verify information submitted by school principals, parents, guardians and bus operators to determine if there is a need to change a run;

Terms (next)	- see if students can be moved from one vehicle to another to reduce the length of the run or the number of students on board; - add a run or a route if needed; - have bus operators test any new run prior to implementation; - post the changes in the transportation software; - communicate changes to school principals and bus operators via their portals. For revisions that change the pickup or drop off times of more than fifteen (15) minutes, CTSE will contact parents and tutors prior to implementing the changes.

Review dates:
January 31, 2011
March 11, 2015
March 10, 2021