

## Transportation Community Consultation Action Plan (TCCAP) Update

### Annual Route Review Summary

#### June 2012

At the April 13, 2012 meeting, Grande Yellowhead Public School Division Board of Trustees approved the Transportation Community Consultation Action Plan (TCCAP) which outlines various Transportation procedures including the processes used by Transportation Services during the annual school bus, route review process.

Each year school bus routes across the division are reviewed as a variety of factors can impact route direction, pick up times and stop locations such as new students coming to the division. The summary below outlines steps that Transportation Services will follow to ensure stakeholder (parents, schools and community) concerns are given consideration.

#### ***School Bus Route Review - Annual Plan***

##### ***October – March Ongoing***

Transportation Services document concerns and recommendations from stakeholders throughout the school year. Whenever possible, the department will resolve immediate concerns; however, major route changes may impact students ride time or require adjustment to the route direction, so these concerns will be addressed during the “route review process”. Transportation Services will ensure that information is made available to stakeholders so transition to the school bus is a smooth one for students, parents and our schools.

##### ***April - Preparation for the Route Reviews begin***

- Meetings are scheduled with drivers and schools to address concerns, ideas or suggestions for improvement. What’s working, what can we improve on!
- Current route information is updated and verified in Transportation Services, student routing database, including pick up times, stop location, student ride times, route direction and safety.
- Concerns, inquiries or suggestions from stakeholders that have been documented and recorded for follow-up throughout the school year, are reviewed.
- The Director of Transportation Services will ensure that follow-up with parents is communicated throughout the review process, working towards resolving all concerns.
- Transportation services begins the follow-up process including: site visits to assess potential safety concerns along the bus route, student loading and unloading hazards at new bus stops, early pick up times on routes or discussions with parents who have communicated their concerns.
- Information bulletin is sent to Schools and internal stakeholders reminding them that the annual review process has begun.
- Stakeholders may expect to see updated route and TCCAP information on the Division’s website at [www.gypsd.ca](http://www.gypsd.ca).
- TCCAP progress report is provided for the GYPSD Board of Trustees.

##### ***May - Route Review Meetings***

- Director of Transportation Services will attend meetings with bus drivers and schools in each community, to discuss concerns, potential new stops or changes to the bus routes for the upcoming school year.
- New information is collated, students who are graduating are removed from the system and new students who have already registered for the upcoming school year, are added.

- The current school bus routes are reviewed giving consideration to route safety, ride time of students and overall route efficiency. Areas of concern are flagged as “potential room for improvement”.
- After reviewing updated information, Transportation Services will draft proposed route changes for the upcoming school year and prepare for release on the Transportation site at [www.gypsd.ca](http://www.gypsd.ca).
- Stakeholders are encouraged to visit the website and view proposed school bus route changes and provide feedback, communicate concerns or ask questions regarding the route review process.
- Transportation Services will communicate with stakeholders to ensure concerns are being addressed.
- TCCAP progress report is provided for the GYPSD Board of Trustees.

*\*Factors that may affect operation of the school bus route are considered during the review process including: student ride times, students load assigned to bus, students with special needs, unsafe stop locations, poor road conditions and driveway turnarounds.*

### ***June - Route Confirmation***

- Map of the proposed routes are prepared and presented to bus drivers for confirmation and verification.
- School bus drivers will complete a dry run to confirm pick up times, route direction, stop locations and overall efficiency of the school bus route.
- A Route Review update and summary of change is provided to GYPSD Internal stakeholders for review and consideration.
- Maps of the school bus routes are uploaded to the website where parents and schools may view the proposed routes, stop locations and time at stop information.
- Stakeholders are encouraged to communicate with Transportation Services and follow-up with their inquiry providing input on proposed changes that may impact your child’s school bus route.
- Transportation Services will adjust routes over the summer months adding new student registrations as they are received.
- TCCAP progress report is provided for the GYPSD Board of Trustees.

### ***July – Ongoing Updates***

- New students are added as school bus routes continue to be updated.
- Students no longer enrolled or those that no longer require school bus transportation are removed from the routes.
- Transportation Services continues to address concerns as they arise and communicate with parents and stakeholders.
- Routes are adjusted and changes are uploaded to the website for display as we move into the final route implementation stage.
- Transportation Services begins preparing for the Bus Driver Welcome Back where bus routes will be distributed to school bus drivers.
- “Return to School” advertising campaign is prepared as school bus route, stop and time information is submitted to local newspaper for advertisement to the public stakeholders.
- In addition to school bus route information, general Transportation and School Bus Safety reminders are included in the advertising campaign, providing tips for parents and schools, ensuring a smooth transition onto the school bus.

### ***August – Prepare for School Bus Driver Welcome Back***

- New registrations continue to be added to the routing system and bus routes are adjusted and monitored for route direction change, early pick up times or unsafe stop locations.
- Changes along the route can impact route efficiencies thus frequent monitoring of changes is critical closer to the first day of the school year.

- Information regarding finalized routes is being made available through resources such as Newspapers, Radio Advertisement, the Divisions website and printed materials that will be distributed to schools and made available to other stakeholders.
- School bus drivers are given route information approximately one week before school commences.
- Drivers are required to drive their routes at least once before the start of school to confirm route direction, stop locations and times at all stops are accurate.
- Minor adjustments are made and drivers contact all parents to confirm time at stop and student rider information, prior to start of school.
- Updates continue to be made to the routing area on the website.
- TCCAP update and start up reminders are distributed to schools including updated bus lists.
- Parents are encouraged to contact Transportation Services as soon as possible if there are concerns or questions regarding your child's school bus route.

### ***September – Finalization of Reviews***

- New student bus registrations are received throughout the month of September.
- Bus drivers are now operating the route, developing a routine and fine-tuning stop times and route directions.
- Student data and bus route direction must be confirmed by September 30<sup>th</sup> of each year and submitted to Alberta Education.
- TCCAP updates continue to be distributed throughout the year.

Grande Yellowhead Public School Division believes that all concerns must be addressed in order to provide our students with a safe environment, on and off the school bus. Parents, schools and other interested stakeholders are encouraged to communicate their concerns as soon as possible to the Transportation Services department.

**Interested stakeholders may view 2012-2013 "School Bus Routes" on the "Transportation" area of the website at [www.gypsd.ca](http://www.gypsd.ca) or contact Transportation Services at 780-723-6170 or 1-800-723-2564. Stakeholders may also provide feedback by fax 780-723-2414 or by email to [transportation@gypsd.ca](mailto:transportation@gypsd.ca)**