



Section		Page
Transfer Point Locations		1 of 1
Transportation - General		Date June 10, 2002
		Revised August 16, 2010
Policy	The transfer of students from bus to bus is often required due to the large, dense geographic areas and the various specialized board programs serviced by the integrated transportation system.	
Operational Procedure	<p>The following requirements apply whenever students transfer from one school bus to another. Although most transfers take place off the roadway in school yards and parking lots, there are transfers which occur on side streets and roads. In these situations, the Highway Traffic Act regulations governing the use of Overhead Warning Lights and Stop Arms apply.</p> <p>Procedures to be followed during a transfer:</p> <ul style="list-style-type: none"> • if either of the transfer buses is late, the driver must contact their office to advise the other Operator of the length of delay. The driver must never leave the students unattended; • if the delay is within ten minutes, buses are required to wait. However, if the delay is over 10 minutes, attempts will be made to reschedule the transfer at a different location. • when waiting at a transfer point for another bus, students must remain seated on the bus until the transfer bus arrives; • young students are to be escorted directly from bus to bus by either a bus guard and/or an older responsible student; • only students whose names appear on the route sheet are permitted to load the bus at the transfer point; • if students are not taking the transfer bus, the Consortium must be advised; and • parents or guardians who pick-up their child at a transfer location will be required to show proper photo identification. The driver will not release a student without confirming with his or her office. 	