



Administrative Procedure 8055

School Bus Pickup Points

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: January 2008

Amended: May 2019

The Supervisor of Transportation has authority to designate and/or relocate school bus pickup points, as set out hereunder:

1. Except as stated in items 4. and 5., rural students shall be picked up and let off at the end of their lane when the distance from the end of the lane and the public road to their yard is less than one-half ($\frac{1}{2}$) mile.
2. School buses shall not go into yards to pick up or drop off students unless:
 - the distance along the private lane from the yard to the nearest public road is more than one-half ($\frac{1}{2}$) mile; or
 - the pickup/drop off point is located on Highways 1, 1A or 10 in zones where the speed limit is 90 kilometers per hour or greater and the child is in grades K-6 and must cross the Highway to board or depart from the bus: and
 - the private lane is reasonably and physically accessible by the school bus to the satisfaction of the Supervisor of Transportation and/or driver; and
 - the parent/guardian of the student within the Brandon School Division request that the bus go into their private lane for pickup/drop off purposes. Requests will be considered by the Supervisor of Transportation on an individual basis.
3. Notwithstanding item 2., where the pickup point is also a turn-around point on the bus route, in the interest of safety the school bus may be permitted to go into the yard to turn around when it is considered not safe to do so at the end of the lane.

4. In the interest of economy and when it is deemed safe to do so, at existing rural subdivisions and heavily built-up areas along public roads, all future students from new families shall be assigned to designated pickup stops where that stop is within one-quarter ($\frac{1}{4}$) miles walking distance from the end of their lane to the pickup stop. Those students whose lane meets a paved Provincial Trunk Highway shall be picked up at the end of their lane, unless otherwise provided herein.
5. Transportation shall be provided from centrally located pickup points for those groups of students residing within the limits of the City of Brandon to/from Division schools, as may from time to time be established by the Supervisor of Transportation.
6. Residence pickup may be provided to those students certified by a physician as being physically disabled or unable to walk to school or students identified as special needs according to provincial regulations.
7. A transported student of the Division shall not be picked up or let off at other than his/her regular pickup or drop off points unless a written and properly dated note of request from parents/guardians is presented to the driver. The change shall be for the dates requested on the note only. It is recommended that the note be initialed by the School Leader. Such alternate pickup or drop off points shall be only at another regular stop on the route. When the request involves the student riding on another bus, it shall be subject to there being room on the other bus. In this case, the student shall inform his/her regular driver that he/she will not be on the bus for that period and shall present the note to the second driver. In exceptional circumstances, when it is not possible for the parents/guardians of the student to provide him/her with a note for the driver, they should telephone either the Supervisor of Transportation or the driver to request the change. All such provisions shall be subject to the availability of adequate accommodation on the bus.
8. Bus pickups and drop offs will only be done where vision and terrain are favourable.