



Administrative Procedure 8060

School Bus Routes

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

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[Public Schools Act](#), sections 43-47

[Manitoba Infrastructure](#)

Date Adopted: June 1985

Amended: May 2019

School bus routes for the Brandon School Division shall be established annually by the Supervisor of Transportation in accordance with the Public Schools Act and prior to the commencement of the fall term with safety, road conditions, time and length of route, availability of buses and costs as governing factors.

The regular review and revision of bus routes shall be the responsibility of the Supervisor of Transportation. Once established, no departures shall be taken from these established routes without the Supervisor's approval.

- Routes shall be established with consideration given to safety, costs and road conditions, so as to provide the safest and most efficient transportation system possible for the student.
- The Supervisor of Transportation shall, prior to start of the next school year, design and schedule individual routes for the following school year.
- Routes will be established so as to provide a seating space for every student with a maximum of one hour riding time for the student being the preferred guideline of each a.m. and p.m. route, wherever reasonably possible.
- The Supervisor of Transportation shall submit to the Secretary-Treasurer or designate copies of finalized route maps and schedules upon request.
- Drivers will receive finalized maps and schedules of their individual routes for study at least five days prior to the annual Bus Drivers' Seminar held prior to the commencement of each school year.
- Drivers will test drive the finalized routes prior to the commencement of the school year.

- Parents/guardians will receive a copy of their individual route schedule as soon as possible and preferably prior to the commencement of classes.
- No change in bus routes shall be made without the prior written authorization of the Supervisor of Transportation, subject to review and/or approval by the Secretary-Treasurer or designate.
- Copies of bus routes, maps and time schedules shall be provided to the Secretary-Treasurer or designate, appropriate municipalities and Manitoba Infrastructure for information purposes.