

# East of Thunder Bay Transportation Consortium

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**M04 010**

<p>Section</p> <p><b>Bell Time Procedures</b></p>	<p>Page</p> <p>1 of 2</p>
<p><b>Operational Procedures</b></p>	<p>Date</p> <p>January 2022</p> <p>Revised</p>
<p><b>Statement</b></p>	<p>The East of Thunder Bay Transportation Consortium will study the impact of bell time changes in order to minimize the number of school bus routes while respecting school supervision windows.</p>
<p><b>Procedure</b></p>	<p><b><u>Bell Time Change Requests</u></b></p> <p>Bell time change requests must be submitted to the East of Thunder Bay Transportation Consortium for consideration by February 15<sup>th</sup> for the following school year, on the <i>Bell Time Change Request Form</i>. Requests must be approved by the Superintendent of Business or designate.</p> <p><b>Process – Requests Initiated by Schools</b></p> <p>The East of Thunder Bay Transportation Consortium will do an impact study and prepare a report with the following information:</p> <ul style="list-style-type: none"> <li>a) number of schools affected</li> <li>b) number of routes affected</li> <li>c) number of boards affected</li> <li>d) if the routes are still within the bell time window for each school</li> <li>e) impact on other schools and their students i.e. longer or shorter time on bus, transfers, longer wait time at school, etc.</li> <li>f) number of buses required to do the proposed bell time change</li> <li>g) financial impact for each board.</li> </ul>



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**Process – Requests Initiated by the East of Thunder Bay Transportation Consortium**

The East of Thunder Bay Transportation Consortium may request bell time changes for certain schools. The Executive Director will provide a report to the Board of Directors with the same information as noted above. After approval of the Superintendents of Business the Executive Director will contact the affected schools.

By May 15<sup>th</sup>, the East of Thunder Bay Transportation Consortium will advise the Superintendent of Business in writing whether the bell time change can be accommodated or not.

In order to maintain stability of school bus itineraries for affected students and parents, it is recommended that schools keep the approved bell time for a period of 3 years.

**Arrival and Departure Windows**

The East of Thunder Bay Transportation Consortium will ensure that the bell time window is 15 minutes from the earliest arrival to the latest arrival for all elementary schools. The Consortium will ensure that the morning bell time window is 30 minutes from the earliest arrival to the latest arrival for all secondary schools.

