



**NIPISSING-PARRY SOUND
STUDENT TRANSPORTATION SERVICES**

Section Transportation – Service Providers & Planning	Revised February 2023
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SP – 003 Synchronization of School Start and Finish Times

General Statement	<p>The purpose of this guideline is to identify procedures whereby the Nipissing-Parry Sound Student Transportation Services (NPSSTS) may provide an efficient transportation system at a reasonable cost to its four member boards through the synchronization of school start and finish times.</p> <p>Therefore the NPSSTS enunciates as part of its common guidelines:</p> <ol style="list-style-type: none"> 1. That the procedures herein be used for the synchronization of school start and finish times; 2. That it is clearly understood that nothing in the present guideline precludes related existing policies or guidelines by any individual member board.
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Operational Procedure	<p>The procedures relating to the school start and finish times consist of four clearly defined stages, outlined below.</p> <p>1. Identification</p> <p>School start and finish times may be reviewed at the request of either the School Principal or the NPSSTS as follows:</p> <ol style="list-style-type: none"> a) The NPSSTS will request confirmation of the current year’s school start and finish times from the Principal of each school prior to January 15th of each year. b) Principals who wish to adjust their school start and finish times must notify their school Superintendent, their representative on the NPSSTS Operations Committee (Business Superintendent), and the Executive Director of the NPSSTS in writing by January 31, or a later date if so specified via memo from the NPSSTS. c) If the NPSSTS is considering a change to a school’s start and finish times, the Principal, the school Superintendent, and the appropriate NPSSTS Operations Committee member will be notified in writing by January 31, or a later date if so specified via memo from the NPSSTS. <p>2. Review and analysis</p> <p>The implications of proposed adjustments to school start and finish times will be analyzed by NPSSTS staff and reviewed by the appropriate Operations Committee member and the Executive</p>
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	<p>Director of the NPSSTS. The review and analysis will take into consideration the following criteria:</p> <ul style="list-style-type: none"> a) Students will not be delivered to schools more than 15 minutes prior to the start of school or depart schools later than 15 minutes after the dismissal time. b) The length of the school day shall comply with the Education Act. <p>3. Recommendation</p> <p>The results of the review and analysis will be presented to the NPSSTS Operations Committee at their April meeting.</p> <p>If all parties are in agreement with the proposed changes, and no additional expenses are incurred, the NPSSTS Operations Committee will approve the proposal for presentation to the respective boards.</p> <p>If a change results in an increase in transportation costs, the change will only be implemented if the board(s) that will incur the additional costs approve of the change.</p> <p>If the parties are unable to reach agreement on the proposed change, the NPSSTS Operations Committee may refer the issue to the affected boards.</p> <p>4. Implementation</p> <p>Bus schedules will be synchronized to provide efficient, safe and cost-effective service for all member boards.</p>
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