

POLICY REVIEW WORK PLAN

Date: [September 11, 2019](#)

All policies will be reviewed to ensure consistency with the TDSB's Mission, Values and Goals Policy (P002), the Equity Policy (P037) and the Board's Multi-Year Strategic Plan.

POLICY INFORMATION

Policy Title and Policy Number: [Transportation of Students Policy \(P020\)](#)

Review during fiscal year: [2019/2020](#)

Last reviewed: [October 27, 2005](#)

Director's Council member responsible for this Policy review: [Associate Director, Business Operations and Service Excellence](#)

Phase I. PLANNING AND OBTAINING TRUSTEES' DIRECTIONS

This Policy Review Work Plan has been discussed with the Policy Coordinator:

- Yes
 No

This Policy Review Work Plan will be discussed at the Governance and Policy Committee meeting held on: [September 11, 2019](#)

Phase II. REVISIONS

Formatting Changes

The Policy will be reformatted to ensure alignment with the current Policy Template (Operational Procedure PR501, Policy Development and Management, Appendix A):

- Yes
 No

Content Changes

The Policy requires content revisions:

- Yes
 No

The content changes are due to the following reason(s):

- Legislation
- Government directives/policies
- Board decisions
- Multi-Year Strategic Plan requirements
- Operational requirements
- Simplify and/or update using plain language
- Alignment with Equity Policy

Detailed information on the proposed content changes, including findings of the policy equity assessment:

As part of the Policy review the following provisions are proposed for consideration:

- As per the MYSP, consider expanding liaising with partner agencies on initiatives related to implementing “active, safe, and sustainable transportation programs” for a greater number of schools within the TDSB system. This includes supporting endeavours such as Board-wide Walk to School days; school biking initiatives (e.g., through installing bike racks); and working with community stakeholders to develop safety protocols for responding to student accidents and other transportation hazards.
- Consider provisions on maintaining a high level of communication between stakeholder groups (such as students, teachers, parents, community organizations, municipalities, transportation consortia, and co-terminus boards). This may include asking for stakeholder input on guidelines for bus-to-home communication, informed bus route decision-making, regional protocols for school bus cancellations, and maximum commute times.
- Consider provisions emphasizing a more community driven approach to active transport to school. The role of the neighborhood has the potential to influence safety perceptions, which could contribute to alleviating a major concern with regard to Active School Transportation (ATS).
- Consider provisions that ensure transportation of students is equitable (as per the TDSB Equity Policy and framework) and does not create barriers to entry to academic programs.
- Consider the Learning Opportunities Index (LOI) when drafting provisions related to equity of access and school busses.
- Consider French Immersion school bussing. Provision 3.1 C (iii) of the current Policy will need to be updated based on the Board’s direction of French Immersion bussing.
- Consider additional provisions on maintaining a high level of safety within school zones and school buses. This may include providing adequate crossing guards and secure and safe bike storage; work with municipalities to prioritize

infrastructure improvements; minimise the number of private vehicles near school grounds; and use pavement markings/signage to promote safety for pedestrians and cyclists.

- Consider installing cameras on school busses for safety and security, while ensuring protection of privacy is maintained in accordance with appropriate legislation.
- Consider expanding student tracking tools such as installing Radio Frequency Identification tags (RFID) on school busses.
- Consider ensuring all school busses are accessible as per AODA requirements.
- Consider implementing appropriate measures related to behaviour on school buses (e.g., monitoring and reporting inappropriate behaviour).
- Consider clarifying and outlining the appeal processes related to incidents on school busses.
- Consider provisions on requiring mandatory seat belts on school busses.
- Consider embedding provisions on courtesy seating and empty seats on school busses.
- Consider reevaluating eligibility requirements for school bussing (e.g., distance threshold, public transport options, and age/grade limitations).
- Consider improving and optimizing school bus service levels to minimize commute time for students.
- Consider bell time management to optimize school transport. Optimizing school transport may also lower economic and environmental costs associated with bussing.

A review of leading practices for similar policies across jurisdictions has been completed and is included with this Work Plan.

Phase III. INTERNAL REVIEWS AND SIGN-OFFS

The Policy review will include TDSB divisions affected by the Policy:

- Business Operations and Service Excellence
- Equity, Well-Being and School Improvement
- Human Rights and Indigenous Education
- Learning and School Improvement
- School Operations and Service Excellence

In addition, the following departments will be required to sign-off on the proposed Draft Policy:

- Legal Services

- Governance and Board Services
- Government, Public and Community Relations

A sign-off from the Director of Education will be obtained before proceeding with external consultations and/or Committee/Board approval.

- Director of Education

Phase IV. EXTERNAL CONSULTATIONS

Are external consultations applicable to this Policy?

- Yes
- No (*Ministry of Education mandated policy or corporate policy without external stakeholders*)

Mandatory external consultations will include, at a minimum:

1. Posting of the working draft Policy on TDSB website for public feedback (45 days minimum): [60 Days](#)
2. Extending invitations for consultation to:

- Student Senate

and

all Community Advisory Committees of the Board and conducting consultations with the Community Advisory Committees that expressed interest (either individually with each interested committee or collectively with representatives of all interested committees): [January – March 2020](#)

- Alternative Schools Community Advisory Committee
- Black Student Achievement Community Advisory Committee
- Community Use of Schools Community Advisory Committee
- Early Years Community Advisory Committee
- Environmental Sustainability Community Advisory Committee
- Equity Policy Community Advisory Committee
- French-as-a-Second-Language Community Advisory Committee
- Inner City Community Advisory Committee
- LGBTQ2S Community Advisory Committee

- Parent Involvement Advisory Committee (PIAC)
- Special Education Advisory Committee (SEAC)
- Urban Indigenous Community Advisory Committee

In addition to mandatory consultations, other external participants and projected dates of consultation(s) include:

- School Councils
- Professional Associations and Unions
- Other: Toronto Student Transportation Group (TSTG)

The following methods will be applied in the external consultations:

- Public meeting
- Facilitated focus group
- Call for public delegations
- Expert panel discussion
- Survey
- Posting on the TDSB website
- Other:

Phase V. COMMITTEE/BOARD APPROVALS

Following external consultations and revisions, the working draft Policy will be presented to the Governance and Policy Committee on the following date: [April-May 2020](#)

Following recommendation by the Governance and Policy Committee, the revised Policy will be presented to the Board on the following date: [May-June 2020](#)

Once approved, the revised Policy will replace the existing policy on the TDSB website.

Phase VI. IMPLEMENTATION

Following Board approval, the final revised Policy will be communicated through:

- Posting of the revised Policy on the TDSB website through the Policy Coordinator
- Sharing with staff through the System Leaders' Bulletin
- Informing departments at staff meetings and channeling information to the school principals through respective superintendents
- Implementation of a broad communication plan for internal and external audiences, include summary of policy revisions and expected outcomes

Policy implementation will include:

- Conducting information/training sessions to TDSB staff affected by the Policy

The projected time period for conducting information/training sessions to staff will be: [June – August 2020](#)

- Review of associated procedures or initiate development of new procedures: [June – August 2020](#)

[PR504 – Transportation of Students](#)

[PR557 – Behaviour on Buses Procedure](#)