

## Administrative Procedure 564 - Bus Route Calculation

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### Background

The Division has a responsibility to ensure that bus routes calculations are accurate.

### Procedures

1. For the sake of convenience and efficiency, bus drivers may be permitted to take the bus they are assigned to their place of residence or place of business (if such distance does not exceed that of the distance to their place of residence) following morning and afternoon runs. If a situation arises wherein a driver wants to take their route bus to their place of employment, the driver shall then seek the approval of the Director of Transportation Services prior to commencing such action.
2. In certain cases, the Director of Transportation Services may find it necessary to institute payment for 'deadheading.' In such cases, the arrangement shall be reviewed on an annual basis to determine if it still may be necessary.
3. Drivers incurring personal mileage when substituting for regular drivers will be reimbursed at the current rate.
4. Route mileage is defined as the shortest distance from the school to the first pick up, around to the other pickups, and back to the school.

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Reference: Section 4, 11, 33, 36, 37, 59, 59.1, 68, 197, 222, 225 Education Act  
Freedom of Information and Protection of Privacy Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
School Transportation Regulation 96/2019  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009

Effective: 1997-12-11  
Amended: 2021-04-03