

Hamilton-Wentworth Student Transportation Services

Operational Procedures



Title: BELL TIME SPREAD
Procedure: HWSTS-OP-0109-10
Adopted: August 27, 2010
Revised:

1.0 Scope

It is the practice of HWSTS to ensure that bell times for all partner board schools are compatible to allow for efficient routing based on the Hamilton-Wentworth District School Board (HWDSB) and the Hamilton-Wentworth Catholic District School Board (HWCDSB) approved annual school bell times.

As part of the partner Boards commitment to continuous operations improvements and efficiencies, bell times shall be established by the HWSTS in consultation with the Administrative Team and Governance Committee.

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2.0 Responsibility

2.1 The HWSTS Staff are responsible for:

- Maintaining up to date reference tools outlining the partner Board approved bell time spread criteria
- Ensuring planned student transportation services adhere to partner Board approved bell time spread criteria
- Liaising with partner Board designated staff in the event of discrepancies / emerging issues
- Communicating directly with parents and other system stakeholders regarding bell time spread criteria
- Utilizing all available tools, resources and best judgment in a customer centric approach.

2.2 The HWSTS Partner Boards are responsible for:

- Providing HWSTS with the most current, up to date information pertaining to bell time spread criteria
- Providing direction to HWSTS for any discrepancies / emerging issues brought forward

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3.0 Procedure

3.1 Elementary School Parameters

In accordance with the HWSTS Consortium agreement, elementary bell times will not normally start before 8:00am and not normally extend beyond 9:20am.

As a common operating practice to support the Boards' direction, elementary schools with bus route service coupled with secondary schools will typically have a morning (am) entry bell time spread of 8:30am – 9:10am. They will also typically have an afternoon (pm) dismissal bell time spread of 3:10pm – 3:30pm.

As a common operating practice to support the Boards' direction, elementary schools with bus route service coupled with other elementary schools will typically have a morning (am) entry bell time spread of 8:00am – 8:30am. They will also typically have an afternoon (pm) dismissal bell time spread of 2:20pm – 3:10pm.

3.2 Secondary School Parameters

As a common operating practice to support the Boards' direction, secondary schools with bus route service coupled with elementary schools will typically have a morning (am) entry bell time spread of 8:00am – 8:30am. They will also typically have an afternoon (pm) dismissal bell time spread of 2:30pm – 3:00pm.

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4.0 Definitions

Term	Definition
HWSTS	Hamilton-Wentworth Student Transportation Services Consortium
Bell Time Spread	The spacing between the school bell times across the district; intentional groupings support efficient transportation planning
HWSTS Staff	All partner Board staff designated to the Consortium to support student transportation operations
Partner Boards	The two Boards listed on the HWSTS agreement – the Hamilton-Wentworth Catholic District School Board and the Hamilton-Wentworth District School Board