

Hamilton-Wentworth Student Transportation Services

Operational Procedures



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| Title: DIGITAL MAP MAINTENANCE |
| Procedure: HWSTS-OP-0111-10 |
| Adopted: August 27, 2010 |
| Revised: |

1.0 Scope

It is the practice of HWSTS to maintain a digital map representative of the current physical street network that exists within the Regional Municipality of Hamilton-Wentworth.

As part of the HWSTS commitment to continuous operations improvements, on a regular basis throughout the school year operations, HWSTS updates the digital map. Upon receiving official notification of changes / additions to the street network or identification of errors, the HWSTS route planning staff implements the appropriate changes to the digital map.

2.0 Responsibility

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2.1 The City of Hamilton is responsible for:

- Providing HWSTS with accurate, timely updates or changes, additions and deletions to the City of Hamilton street network

2.2 The HWSTS Staff are responsible for:

- Receiving updates on changes, additions and deletions to the City of Hamilton street network
- Investigating impacts of pending changes
- Implementing changes to the digital map to reflect the changes to the street network
- Ensuring all associated parameters such as speeds, addressing ranges, school catchment boundaries and walk boundaries are updated to reflect the street network changes
- Utilizing all available tools, resources and best judgment to ensure HWSTS has the most accurate and up to date digital map as possible

2.3 The HWSTS Partner Boards are responsible for:

- Providing HWSTS with any updates or changes, additions and deletions to the City of Hamilton street network received from the City of Hamilton
- Providing direction to HWSTS for any discrepancies / emerging issues brought forward

3.0 Procedure

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3.1 Data Collection from City

Street address additions, deletions and changes are received regularly (generally more frequently than monthly) from the City of Hamilton by fax, email, traditional mail service and through the partner Boards. Once the information is reviewed, the changes and additions are added to the digital map.

3.2 Data Collection from Stakeholders

Occasionally addressing gaps may be found through new student registration or moves. HWSTS attempts to verify addressing through: the municipality web-based GIS systems, bus operator contacts and / or physical site inspections utilizing hand held GPS units.

3.3 Data Verification

Verification of the map (including traversable roads, road speeds, road lengths and turnarounds) may be requested by the operator, school boards, schools or a family within our service area. HWSTS will attempt to verify correctness of the map through: the municipality web-based GIS systems, operator contacts and / or physical site inspections utilizing hand held GPS units.

3.3 Digital Map Enhancements

HWSTS planning staff work in collaboration with one another to ensure timely updates to the digital map and associated school catchment areas and walk boundaries. Depending on the time of business cycle, planners generally update the map on a monthly basis. Throughout the summer months during the annual planning process updates to the digital map are ongoing and frequent in preparation for start up.

4.0 Definitions

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| Term | Definition |
|----------------|---|
| HWSTS | Hamilton-Wentworth Student Transportation Services Consortium |
| 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 |