

# STUDENT TRANSPORTATION OF PEEL REGION

## STOPR

STOPR035

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<b>Statement</b>	<p>The Dufferin-Peel Catholic District School Board and Peel District School Board support a process to centralize and standardize the parking of school buses on school parking lots that are only contracted by Student Transportation of Peel Region (STOPR).</p>
<b>Procedure</b>	<p>The responsibility of school bus parking will be in Student Transportation of Peel Region (STOPR). Every year, the Plant Department at the Dufferin-Peel Catholic District School Board and the Facility Managers at Peel District School Board will be assessing school sites for school bus parking.</p> <p>The factors to be considered include:</p> <ul style="list-style-type: none"> <li>• Size of parking lot</li> <li>• Quality of asphalt</li> <li>• Design of parking lot (e.g. presence of narrow laneways)</li> <li>• Proximity to adjacent residences</li> <li>• Number and location of portables</li> </ul> <p>After the assessments are completed, Student Transportation of Peel Region (STOPR) will take an inventory and assign school bus companies to these school sites for parking every August. A package is put together for each school with parking and sent out in the courier before the end of August.</p> <p>This package will include:</p> <ul style="list-style-type: none"> <li>• parking memo</li> <li>• steps and guidelines for parking process</li> <li>• parking assignment form (TFL020)</li> <li>• bus removal note (TFL021)</li> <li>• a list of companies parked at your site</li> </ul>

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<b>Guidelines</b>	<ol style="list-style-type: none"><li>1. All parking approval must come through Student Transportation of Peel Region. If a driver comes into the school requesting parking, please direct them back to their manager, not STOPR. The manager needs to contact STOPR directly.</li><li>2. Once you receive your parking list, the drivers from the assigned companies will bring in a parking assignment form (TFL020) for the school admin to sign. Please keep one copy for your records and forward a copy to STOPR.</li><li>3. STOPR does not have bus numbers assigned as this task would take a great deal of administration with companies switching buses, drivers, etc. Therefore, we will only send the company assigned and the size of the vehicle (i.e. Big or small). If you have extra drivers from a company approach you with a parking form (TFL020), please advise them to go back to their manager to investigate.</li><li>4. If there are buses parked on your site that you have not received approval for, please place the bus removal note (TFL021) on their windshield.</li><li>5. If STOPR has approved a bus to park at your site throughout the school year, an email will be sent to the principal, vice principal and secretary to indicate the bus company and the size of the vehicle.</li><li>6. Once all of the drivers have submitted their parking assignment forms (TFL020), it is recommended that you meet with them to discuss any issues or concerns you may have. If you have an issue with the location of the parking, please contact the Plant Department or Facility Manager</li></ol>
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	<p>at your Board. Some schools require the drivers to place a parking permit in their windshield for their personal vehicle, discuss and give clear direction on where they are to park and review timetable for special events that drivers need to have their buses out of the lot as you require the additional parking. Also, please make it clear with the drivers whether or not you are allowing daytime parking. This decision is up to the school administrator.</p> <p>7. If you have an event at your school and require the buses to be removed, it is up to the school to contact the companies directly to make these arrangements.</p> <p>8. During the winter months, operators will receive the following statement as a guideline: When the forecast is calling for a snowfall (5cm or more) or stormy weather, all buses will be moved off of the school sites to ensure that all sites can be plowed without any obstacles of buses. Drivers are to make sure they take the time to communicate with all school site administrators in regards to snow removal, concerts or special events of any kind to ensure buses are moved on those days/evenings. Any driver not willing to cooperate with this protocol will receive a warning. The second time, the bus driver will lose their parking privilege at their assigned site.</p> <p>9. For each school bus parked on your lot, you will receive one free charter within Peel Region. E.g. a school has 5 buses parked on their site; they will receive 5 free charters from <u>only</u> the companies that are parking on their site. Please note: if you have wheel care parking on your site, they can only offer you that size of vehicle for the trip as they do not have large vehicles. All other companies will give you a full size bus for your</p>
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	<p>charter if one of their small vehicles is parked at your site.</p> <p>10. Your free charter should be within Peel Region, within reason. A school in south Mississauga going to Bolton is especially longer and the companies will charge you extra for this length of trip.</p> <p>11. If you wish to use your free charter as a credit towards a longer trip, you may do so. Please note: school bus companies have different charter rates and this credit may vary slightly.</p> <p>12. If you do not need all of your free charters and you have a school in your area that could use the financial assistance for a trip, you may give them your free charter. However, it is your responsibility to book the trip, for the school you are giving it to, with the bus company.</p> <p>13. The free charter must be booked 2 weeks in advance from September – April. All free charters to be used in May until the end of June must be booked by May 1st in order to assist with availability. The trip needs to be between the hours of 9:00am – 1:30pm in order for buses to return in time for their afternoon pick-ups.</p> <p>14. If you are having any issues with your school bus drivers in regards to parking, please contact Student Transportation of Peel Region.</p>
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