



NANAIMO LADYSMITH
PUBLIC SCHOOLS

Department of Facilities
Transportation -
17/18 Annual Route Review
January 17, 2018

Success for All

Transportation Route Review

■ AP 512

AP 512 Ridership below 50%

extension of the school; therefore, students are expected to behave accordingly as stipulated in their school's code of conduct. Bus stops shall be established by the Transportation Department who shall take into account factors such as safety, time and distance to school. It is understood, that to minimize the number of stops students may be required to travel a considerable distance to and from their bus stop. In the interest of efficiency, the Board's objective is to provide, within the limitations of this administrative procedure, maximum service with a minimum fleet of buses.

To ensure the district allocates its transportation funds most efficiently, each bus route will be reviewed annually. In the event that eligible ridership falls below 50% capacity of the bus, the route will be automatically considered for review.

The District will collaborate with local transit authorities to minimize service duplication.

A school bus transportation brochure is available [online](#) or from the Transportation Department and covers details related to student discipline, inclement weather, and miscellaneous ridership.

ELIGIBILITY & WALK LIMITS

In this section, the term "passable road" shall be defined as a street, road, highway, lane or walkway that has been established as a pedestrian or vehicular route by the municipality or the province.

AP 512 Annual Route Review

Students wishing to leave the bus at a stop other than their regular one, must have a note from a parent or guardian.

SAFETY AND HAZARDOUS WALKING CONDITIONS

The district recognizes that the varied topography of areas within NLPS may present hazardous walking conditions. Narrow road shoulders, ditches lining roads, and the lack of sidewalks are considered to be normal in the rural areas of the district. Thus, students and parents or guardians in NLPS would be expected to assess the pedestrian conditions that affect them and take proper measures to ensure student safety travelling to and from school or bus stop.

The Board also recognizes that there may be a few abnormal temporary circumstances which may obstruct the way of students who travel to and from school (e.g. flooding). Such conditions will be dealt with on a case-by-case basis.

The transportation of students in areas of unusual hazards and bus stop locations requires continuous evaluation. The [Bus Route & Hazard Evaluation form](#) and information will be utilized to evaluate the feasibility and continuation of bus routes and to evaluate concerns brought forward regarding bus routes or the safe walk route of a student to and from school.

While the Nanaimo Ladysmith Public Schools will perform a reasonable assessment of local significant or non-significant hazard concerns, the Nanaimo Ladysmith School District does not control road or roadside improvements and it is the responsibility of local authorities such as the Ministry of Transportation and Infrastructure to provide safety improvements.

For a detailed outline of the District's guidelines and processes for assessing hazardous walking refer to [Appendix A](#).



AP 512 Route Review process

Adult Crossing Guard Program

An adult crossing guard is an adult person employed to supervise and expedite the crossing of school children at complex, hazardous or congested crossing locations. A discussion regarding the review of an Adult Crossing Guard Program is first initiated through the assistant superintendent. For a detailed outline of the District's procedures for training Adult Crossing Guards refer to [Appendix B](#).

ROUTE REVIEW PROCESS

The District has developed [a matrix for establishing and maintaining bus routes](#). The district will review bus routes on an annual basis. The community may also request the addition of a bus route, at which time the district will complete a Bus Route and Hazard Evaluation form (Appendix A) and the Bus Route Transportation Criteria Matrix [\(Appendix C\)](#). The Matrix is a tool that will aid in the decision to create, maintain, alter or eliminate a bus route.

TRANSPORTATION ASSISTANCE

Transportation assistance is the partial funding towards the cost of student transportation.

The district may provide transportation assistance for students who live in NLPS and who reside further than 4 kilometers (K-3) and 4.8 kilometers (4-12) from a school bus

Ridership Below Capacity

- ▶ Ridership Percentages
 - ▶ By route
 - ▶ By percentage
- ▶ 17/18 Zpass + data from November 2017
- ▶ Average registered eligible riders compared to capacity
 - ▶ 56 sec, 84 elem, 73 combined, 81 for one anomaly
- ▶ Percentage representing how full the bus is on a particular trip of each route
- ▶ Those under “50%” were reviewed

17/18 Ridership Review – by route

2017/18 School Bus Ridership Numbers

Route #	Trip #	Average # of Eligible Riders	# of Registered Eligible Riders	# of Registered Uneligible Riders	Bus Capacity	% of Bus Capacity (Average Eligible Riders)
1	1	8	12	2	56	14%
1	2	0	0	57	84	0%
2		37	64	0	56	66%
3	1	9	12	0	56	16%
3	2	4	7	42	84	5%
3	3	12	17	62	84	14%
4		32	43	0	56	57%
5	1	23	27	13	56	41%
5	2	3	6	27	84	4%
6	1	15	27	7	56	27%
6	2	0	0	33	84	0%
6	3	0	0	25	56	0%
7		48	54	25	73	66%*
8	1	22	31	0	84	26%
8	2	37	45	0	73	51%*
9	1	30	44	0	84	36%
9	2	20	24	0	56	36%
11	1	28	36	0	56	50%
11	2	2	5	27	56	4%
11	3	0	34	41	84	0%
12	1	47	58	0	56	84%
12	2	0	0	55	81	0%**
13	1	23	31	0	56	41%
13	2	43	51	0	84	51%
14		44	61	0	73	60%*
15	1	17	21	0	56	30%
15	2	29	37		84	35%
17		48	57	0	56	86%

* Route has both elementary and secondary

** Route 2 and 12 busses are 81 passenger for elementary only



17/18 Ridership Review – by percentage

2017/18 School Bus Ridership Numbers

Route #	Trip #	Average # of Eligible Riders	# of Registered Eligible Riders	# of Registered Uneligible Riders	Bus Capacity	% of Bus Capacity (Average Eligible Riders)
1	2	0	0	57	84	0%
6	2	0	0	33	84	0%
6	3	0	0	25	56	0%
11	3	0	34	41	84	0%
12	2	0	0	55	81	0%
5	2	3	6	27	84	4%
11	2	2	5	27	56	4%
3	2	4	7	42	84	5%
1	1	8	12	2	56	14%
3	3	12	17	62	84	14%
3	1	9	12	0	56	16%
8	1	22	31	0	84	26%
6	1	15	27	7	56	27%
15	1	17	21	0	56	30%
15	2	29	37		84	35%
9	1	30	44	0	84	36%
9	2	20	24	0	56	36%
5	1	23	27	13	56	41%
13	1	23	31	0	56	41%
11	1	28	36	0	56	50%
8	2	37	45	0	73	51%
13	2	43	51	0	84	51%
4		32	43	0	56	57%
14		44	61	0	73	60%
7		48	54	25	73	66%
2		37	64	0	56	66%
12	1	47	58	0	56	84%
17		48	57	0	56	86%

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* Route has both elementary and secondary

** Route 2 and 12 busses are 81 passenger for elementary only



Ridership Below Capacity

- Review consisted of:
 - Completing route review and hazard evaluation form and considering the entire trip overview
 - In addition to the trip overview staff considered:
 - Eligible vs ineligible
 - Transportation assistance vs cost of trip/route
 - Service levels
 - Options available

Annual Route Review

- ▶ All regular routes reviewed
 - ▶ Both above and below 50% capacity
- ▶ Bus route & hazard evaluation form completed for each route
 - ▶ By riding and/or driving each the routes
- ▶ 17/18 is the first year of review
 - ▶ Expect format changes to the form for next year
 - ▶ Year 2 (18/19) review to improve and update data collected
 - ▶ Only select runs expected to be reassessed each year
 - ▶ Remainder updated for student numbers/changing information

Route Review Trip Overview

Trip Overview

	Positive	Concern
Walkway	✓	
Type of road crossing	✓	
Lighting	✓	
Distance and Geography		X
Public Transportation	✓	
Active Transportation		X
Eligible Ridership/Occupancy		X
Policy/Board Motion		X
Local Community Agreement		X
Crossing Guard		X
Other:	✓	

Bus Route Information:

Trip 1, Bus Route 1 provides service along Hammond Bay Road to Dover Bay Secondary School.

In the past, Trip 1 of this bus route provided service to up to 70 eligible and non-eligible students and the number of students utilizing this bus service has dropped considerably. This trip has a current total of two

Annual Route Review

- ▶ The hazard forms:
 - ▶ Document route conditions
 - ▶ Allow for comments
 - ▶ Provides a simplified trip overview
- ▶ Each trip overview summarized in a route/trip matrix
- ▶ Comment provided next to each route/trip on the matrix
 - ▶ 'Review'
 - ▶ Considerations
 - ▶ 'Elimination'
 - ▶ 'Consolidation'

Trip Overview Matrix

BUS ROUTE TRANSPORTATION CRITERIA MATRIX
December 12, 2017



Route #	Trip	Walkway	Type of Road Crossing	Lighting	Distance and Geography	Public Transportation	Active Transportation	Eligible Ridership/Occupancy	Policy/Board Motion	Local Community Agreement	Crossing Guard	Other	Comment
1	1	✓	✓	✓	X	✓	X	X	X	X	X	✓	Review & Consider Elimination
1	2	✓	X	✓	✓	X	X	X	X	X	X	✓	Review
2		✓	✓	✓	X	✓	X	✓	X	X	X	✓	
3	1	X	X	X	✓	✓	X	X	X	X	X	X	Review
3	2	X	X	X	✓	X	X	X	X	X	X	X	Review
3	3	X	X	X	✓	X	X	X	X	X	X	X	Review
4		✓	✓	✓	X	✓	X	✓	X	X	X	X	
5	1	X	X	X	X	✓	X	X	X	X	X	X	Review & Consider Consolidation-Rte 6
5	2	X	X	X	X	X	X	X	X	X	X	X	Review & Consider Consolidation-Rte 6
6	1	X	X	X	X	✓	X	X	X	X	X	X	Review & Consider Consolidation-Rte 5
6	2	X	X	X	X	✓	X	X	X	X	X	X	Review & Consider Consolidation-Rte 5
6	3	X	X	✓	X	✓	X	X	X	X	X	X	Review
7		X	X	X	X	X	X	✓	X	X	X	X	
8	1	X	X	X	X	X	X	X	X	X	X	X	Review
8	2	X	X	X	X	X	X	X	X	X	X	X	Review
9	1	X	X	X	X	X	X	X	X	X	X	X	Review
9	2	✓	X	✓	X	X	X	X	X	X	X	X	Review
11	1	X	X	X	X	X	X	X	X	X	X	X	Review & Consider Service Improvements
11	2	X	X	✓	X	X	X	X	X	X	X	X	Review & Consider Service Improvements
11	3	X	X	✓	X	X	X	X	X	X	X	X	Review & Consider Service Improvements
12	1	X	X	X	X	X	X	✓	X	✓	X	X	
12	2	✓	X	✓	X	X	X	X	✓	X	X	X	Review
13	1	X	X	X	X	X	X	X	X	X	X	X	Review
13	2	X	X	X	X	X	X	✓	X	X	X	X	
14		X	X	X	X	X	X	✓	X	X	X	X	
15	1	X	X	X	X	X	X	X	X	X	X	X	Review & Consider Service Improvements
15	2	X	X	X	X	X	X	X	X	✓	X	X	Review & Consider Service Improvements
17		X	X	X	X	X	X	✓	X	X	X	X	

Trip Overview Matrix

- ▶ AP 512: Matrix is a tool that will aid in the decision to create, maintain alter or eliminate a bus route.
 - ▶ Staff reviewed the matrix
 - ▶ Considered each trip overview
 - ▶ Considered the detailed route information
 - ▶ Created bus route review recommendations
 - ▶ Items are to be reviewed in 17/18 budget year for implementation in 2018/19

Route Review Recommendations

Recommendations arising from 2017/18 Annual Bus Route Review December 12, 2017

2018/19

Bus Route 1 – Trip 1 – Services Hammond Bay Rd. to Dover Bay.

With 12 registered, eligible riders, safe walk conditions and availability of public transit bussing, it is recommended to eliminate this Trip of Route 1. The 12 riders would be eligible for Transportation Assistance.

Routes 5 & 6 - Trip 1 – Services Lantzville to Dover Bay.

With 40 registered riders on Route 5 Trip 1 and 34 registered riders on Route 6, Trip 1 (total of 54 eligible registered riders) unless registration increases, it is possible to combine the Trip 1 on both routes into one route for the 2018/19 school year.

Routes 5 & 6 – Trip 2 – Services Lantzville to Seaview School.

With 33 registered riders on Route 6, Trip 2 and 27 registered riders on Route 5, Trip 2 (total of 60 eligible registered riders) unless registration increases, it is possible to combine the Trip on both routes into one route for the 2018/19 school year.

Bus Routes 11 & 15 – Services Cassidy/Yellow Point areas to LSS.

These bus routes drops students off at LSS well before school start time. Several complaints/concerns have been mentioned by parents and school based staff. Transportation Department staff have done a thorough review of all bus routes providing bus service in the South end of the District and propose changes that would affect bus routes 8, 11, 12, 15 & 17 and provide service improvements to service for LSS students in the Cassidy and Yellow Point areas. It is expected that the proposed changes will increase ridership from current eligible riders who do not take advantage of the bus service due to time of route/drop off at LSS. These changes would affect the Cassidy and Yellow Point areas to LSS.



Next Steps

- ▶ Information presented at Business Committee
- ▶ Information released via Communications
 - ▶ Link to presentation and slideshow
- ▶ Transportation sends information to stake holders of each route
 - ▶ Parents (students) and schools
- ▶ Transportation adjusts the routes:
 - ▶ Removal of route 1 – trip 1
 - ▶ Combine routes 6 and 5 in one
 - ▶ Redesign routes 8, 11, 12, 15 & 17 to improve service

Next Steps (continued)

- ▶ Transportation to publish route changes mid-June
 - ▶ As per past practice
 - ▶ publishing early can cause confusion
 - ▶ Update routes/trips on website
 - ▶ Notify stake holders

- ▶ New routes start in September

Safe Walk Program

- ▶ Safe walk program with City of Nanaimo
 - ▶ 17/18 program includes
 - ▶ McGirr,
 - ▶ Randerson,
 - ▶ F.J. Ney, and
 - ▶ Departure Bay
 - ▶ 18/19 under review by both agencies, no program confirmed as of yet

Bus Route Review

▀ Questions