

THE CORPORATION OF THE CITY OF WINDSOR POLICY

Service Area:	Office of the Commissioner of Infrastructure Services		
Department:	Engineering	Approval Date:	March 18, 2024
Division:	Design	Approved By:	C 120/2024
		Effective Date:	March 18, 2024
Subject:	Cost-Sharing Policy for the Construction of School Bus Bays	Procedure Ref.:	Cost-Sharing Construction of School Bus Bays
Review Date:	March 18, 2029	<i>Pages:</i>	Replaces: CR383/2009
Prepared By:	Pierfrancesco Ruggeri / Paul Mourad		Date:

1. **POLICY**

1.1 This policy establishes the cost-sharing process between the Corporation of the City of Windsor and benefiting School Board for the construction of new school bus bays, identified as a priority by all publicly funded School Boards in the City of Windsor, subject to the availability of sufficient funds.

2. **PURPOSE**

The goal of this policy is to:

- 2.1 Increase student safety during bus drop-off/pick-up by creating a separation from roadway vehicles;
- 2.2 Reduce roadway congestion and enhance safety by removing buses from the travelled portion of the roadway.

3. **SCOPE**

This policy applies to the cost-sharing process between the Corporation of the City of Windsor and benefiting School Board for the construction of new school bus bays:

- 3.1 In accordance with applicable City of Windsor design standards (AS-540, etc.);
- 3.2 To be constructed on the public right-of-way, or on private school property;
- 3.3 Subject to the availability of sufficient funds.

4. **RESPONSIBILITY**

4.1 The Chief Administrative Officer is responsible for ensuring that the Corporation of the City of Windsor has a school bus bay cost-sharing policy, that the policy and procedures are updated periodically to keep pace with best

practices as they evolve, and that they are implemented in an efficient and effective manner.

- 4.2** The City Engineer is responsible for the implementation of the school bus bay policy, coordination of any future revisions, maintaining appropriate records, and providing a recommendation to Council as to whether or not construction of any bus bay should proceed under this policy.

5. GOVERNING RULES AND REGULATIONS

- 5.1** The City Engineer must determine the existence of the following conditions prior to recommending school bus bay construction:

5.1.1 Wherein a School Zone Bus Bay, on the public right-of-way, has been identified as a priority by the benefiting School Board, that 50% of the actual construction cost be paid by the benefiting School Board and the remaining cost (including design and contract administration costs) be paid by the City, as per a cost-sharing agreement;

5.1.2 Wherein a School Zone Bus Bay, on private property, has been identified as a priority by the benefiting School Board, that 60% of the actual construction cost be paid by the benefiting School Board and the remaining cost (including design and contract administration costs) be paid by the City as per a cost-sharing agreement;

5.1.3 Wherever a school bus bay has been identified as a priority, construction of the bus bay will be at the decision of the City Engineer, subject to available funding;

5.1.4 Wherein a school already has a bus bay on the public right-of-way, or where a school is being built, or expanded, City subsidy of the bus bay, whether on the right-of-way or private property, will not be considered;

5.1.5 The City's financial contribution is limited to the City's Bus Bay Standard (AS-540) and any additional construction scope beyond this City Standard is to be paid for by the benefitting School Board as identified in the cost-sharing agreement;

5.1.6 That funding of the Bus Bay Program be funded from approved budgetary allocations.

6. RECORDS, FORMS, AND ATTACHMENTS

- 6.1** Records created as a result of this policy will be retained in accordance with the Records Retention By-law 21-2013.

- 6.2** Attachment: City Standard AS-540: Typical Concrete Bus Bay Detail