The Transportation Coordinator will assign drivers to routes at the beginning of each school year. If a vacancy occurs during the school year the division will assign a driver for the balance of the school year.

Indicators and values are applied to each bus route in the Pine Creek School Division for the possibility of route revisions. The indicators would be applied each year by the Transportation Coordinator during the route review process. Any routes that are flagged by the indicators would be brought to the Secretary-Treasurer for review. Then the Transportation Coordinator and Secretary-Treasurer would determine if the route or routes would be looked at for possible revision.

Indicators and Values:
1. First pick-up time: If the route begins at 8:00am or after and 7:30am or before.
2. Number of Students: If there are less than 20 students or more than two students per seat on the bus.
3. Route Length: If the route is less than 35 km or more than 70 km long (one way).
4. Driver vacancy: When any vacancy occurs, the routes in that area should be reviewed for possible amalgamations of routes.

In order to maintain control over passenger loads, and to protect the drivers and School Division in case of accidents resulting in personal injury, the following will apply if deviations from regular procedure are requested. Parents or guardians of the students concerned are to provide the school principal and the bus driver with written or verbal authorization if any of the following are requested:
1. Students wishing to ride on another bus other than their regular bus route
2. Town students wishing to ride a bus other than on extra-curricular trips.
3. Students wishing to travel any portion of the normal route by other means.

If alternate transportation arrangements are required for a period exceeding three school days (concurrent or intermittent), the request is subject to approval of the Transportation Coordinator.