Dome School Transport
Network Design Rules

VERSION 1.4 agreed to on 7 March 2017

Introduction
This document contains the rules that govern the operation of the Dome School Transport Network. The provision of school transport assistance is managed on a day-to-day basis by School Admin and the Group's transport provider, GoBus. The intent of these rules is to provide sufficient instruction for this to occur.

Key Terms
Committee – The Committee of the Dome School Transport Network
EasyBus – EasyBus is the web-enabled student management system provided by School Admin
Ministry – Ministry of Education
Route branches – These are the parts of a route where a bus would need to travel up and back to collect students
Route trunks – These are the main roads and parts of a route which form a loop
TEZ – Transport Entitlement Zone – the boundaries defining where students can access a bus service, generally based on halfway points between schools

Route reviews
Each route will be reviewed twice yearly in February and July. Schools will be responsible for managing their own student data using EasyBus and this data will be used by School Admin to make changes to bus routes.

Design Principles
In preparing these rules the Network Committee established the following principles:
1. Safety is of paramount importance when designing bus routes
2. The Ministry's route design rules have been used as the start point for these rules
3. Whilst generating a surplus is helpful to member schools, providing an effective level of service to students is of greater importance.
4. These rules are designed to cover most situations, but in cases where the rules restrict the provision of "sensible service" the Committee will consider exceptions.

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Design Rules

1. **Students travelling to a more distant school**
   a. Students are able to use network buses to travel to a school which is not their nearest.
   b. Students are able to access a network bus from anywhere within the Network.
   c. The Network will not arrange for a larger vehicle, nor will the Network modify a route to accommodate these students.
   d. As required by the Network's agreement with the Ministry, these students will be removed from the service if transporting them disadvantages existing students in any way.

2. **Standees on buses**
   a. Buses with sufficient capacity will be provided to ensure that all students remain seated throughout their journey

3. **Ineligible students**
   a. Students who are ineligible for a school bus service because they live too close to school will be able to access a bus service where there is sufficient space. Bus routes will not be altered to accommodate this.

4. **Route branches**
   a. Bus routes will be extended along route branches to within 2km of the last student, unless more than one family is present in which case the route will be extended to the last household
   b. When extending the route towards the last student, the route will not travel more than 2km past the previous student
   c. Bus routes will not be extended along a branch unless the bus will travel at least 1km
   d. Where a safe turning point cannot be found at the 2km mark the route will be adjusted to the nearest most sensible turning point.
   e. Route branches will be extended to accommodate a more sensible turning point, e.g. a town.
   f. When assessing exceptions to this rule the Network Committee will take into account:
      i. The number of students and families living along the branch
      ii. Safety
      iii. Route timing
      iv. Future enrolments

5. **Special Needs Students**
   a. The Network will endeavour to provide an enhanced service to students with special needs. The Committee will consider each situation on a case-by-case basis and will balance the unique needs of the student with the cost of providing the additional service.
   b. In each case the school will apply for additional funding from the Ministry and such funding will be paid direct to the Network to subsidise the cost of the extension

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6. **Additional design considerations**
   a. Students will be dropped off by afternoon services at the same point they were collected in the morning, where practicable. School Admin will seek guidance on individual cases where significant expense would be incurred to do so.
   b. Minor deviations of up to 3km can be applied in situations where an enhanced service can be provided to students.

Design Process
1. **Development of draft changes**
   a. Schools will update student data and advise the Network Administrator when this process is complete
   b. The Network Administrator will review student data and identify potential route changes
   c. Potential route changes will be compiled in a document entitled **Draft Changes.** This document will be distributed **in confidence** to Committee Members, supported by maps as appropriate.
   d. The draft changes will be discussed at the following Committee meeting and confirmed in principle as appropriate.
   e. The Committee will ensure that draft changes are made in accordance with the rules of the Network.

2. **Discussion of proposed changes**
   a. Once agreed to by the Committee the draft changes will become **Proposed Changes.** These changes will be mapped electronically.
   b. The Network Administrator will discuss the proposed changes with bus operators to confirm viability.
   c. School principals will discuss proposed changes with affected caregivers as appropriate. Committee members will be mindful of their responsibility to the Network when carrying out such consultation.
   d. If a school believes that a proposed change produces a result that is not sensible, it will submit to the Committee a written application for an exception.
   e. In the absence of an application for an exception, the Network Administrator will liaise with the bus operator and affected school to determine an appropriate implementation date.

3. **Application for exemption**
   a. The school making the application will submit their application in writing to the Secretary for distribution prior to a Committee meeting. The application may be supported by maps if the applicant school feels this is appropriate.
   b. The Network Administrator will review the application and submit an opinion, supported by maps as appropriate.
   c. The application will be discussed by the Committee and put to a vote. The Committee will vote to approve or decline the application.