

Ministry of Education
School Business Support Branch
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Ministère de l'Éducation
Direction du soutien aux activités scolaires
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2010: SB 7

MEMORANDUM TO: Directors of Education

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: February 22, 2009

SUBJECT: 2009-10 Student Transportation Survey

I am writing to inform you that the 2009-10 student transportation survey is now available online.

To begin, I would like to extend my appreciation to school boards and transportation consortia for their great effort and support on the 2008-09 student transportation survey. The data collected will allow the Ministry to produce comprehensive and meaningful reports; and will assist school boards and the Ministry in making informed decisions. Individual board reports have already been posted to the transportation website and provincial summary reports will be posted at a later date.

Continuing with the effort to streamline transportation reporting, we have received valuable feedback from the sector and the Ontario Association of School Business Officials to incorporate changes into the 2009-10 survey. Key highlights are in the following areas:

1. Route and Run Level Information

To assist the Ministry in providing more detailed analyses, the 2009-10 survey contains adjustments to how route and run related information should be reported. Expenditure information is being collected at the route level (operational and fuel costs). In addition, information is now being collected at the run level (e.g. number of riders, school panel).

2. Confirmation or Resubmission of Transportation and Safety Policies

The majority of information requested for Transportation and Safety Policies is the same as the 2008-09 survey. Therefore, the Ministry is asking consortia to use the same transportation policies and safety files from the 2008-09 survey for

to either confirm information submitted last year or to re-submit the information with any applicable changes. This should lessen the time spent on entering the information. Full details can be found in the ***Instructions Document*** described below.

To provide for clarification in reporting requirements, a complete detailed ***Instructions Document*** is attached and will be posted on our transportation website <https://transport.edu.gov.on.ca>. **Before proceeding with the survey, we ask that each board read this *Instructions Document* as it has been updated to reflect changes in this year's survey and it contains detailed information about how the data should be reported.**

We request each board to review and validate data for completeness and accuracy before submission. Completeness and comparability of information are essential for analysis and decision-making for the Ministry and school boards.

The due date for submission of the completed 2009-10 Transportation Survey is **June 30, 2010**. This deadline should allow boards to reasonably estimate their expenditures for the entire school year.

To submit your survey, please e-mail the completed files to student.transportation@ontario.ca and copy the appropriate approval authority at the member school boards to indicate sign-off on the submission. The ***Instructions Document*** will provide further details on submission protocol.

If you have any questions regarding the survey, please contact David Ragona at 416-325-2028 or david.ragona@ontario.ca.

Thank you for your continued cooperation.



Cheri Hayward

cc. Superintendents of Business
Transportation Managers