2024-25
Routing Simulation Reporting Instructions

Ontario Ministry of Education

October 2023

Table of Contents

Contents

Overview

This document provides an overview of the reporting instructions for Routing Simulations, aligning with the upcoming Routing Simulation Guidelines set to be developed for the 2024-25 school year.

1. Routing Simulation Inputs

As in prior years, the Routing Simulation for 2024-25 must:

- Apply a set of Common Reference Standards to determine transportation eligibility. For more information, see the *2024-25 Routing Simulation Guidelines*.
- Include all day school pupils of the School Board under the age of 21.
- **Exclude** students in Continuing Education, High Credit, Summer School, and Adult Day School programs.

For the purposes of providing a Routing Simulation in advance of the start of the 2024-25 school year, School Boards and Consortia can use enrolment data as of October 31, 2023.

In addition, the following students must be included in the 2024-25 Routing Simulation:

- Students enrolled in a Provincial or Demonstration School, or the Centre Jules-Léger Consortium.
- Students enrolled in Education Community Partnership Programs (e.g., Care and/or Treatment, Custody and Correctional (CTCC) Facilities, formerly Section 23).
- Indigenous students attending a School Board via tuition/fee agreement.
- International students paying tuition to attend a public school.

2. Reports

The Student Transportation Unit (STU) has implemented the following updates to the Routing Simulation Reports:

- The Routes and Runs Reports have been merged into a single report (and are referred to as the "Routes Report" throughout this document) to gather more detailed and pertinent information.
- The Students Report has been revised to encompass all students during the regular school year (not limited to only those that are eligible for transportation services) and includes additional relevant information.

2.1. Routes Report

In the Routes Report, it's essential to incorporate non-eligible students if they are integrated into existing routes with eligible students of the School Board. To distinguish their status, utilize the "Eligibility" column, marking non-eligible students clearly as not eligible for transportation services ("N"). Table 2.1 provides detailed data entry instructions for this report.

2.1.1. Transportation Mode / Vehicle Type

The transportation mode (i.e., vehicle) used to transport the student from home-to-school (and vice versa). A student's transportation mode can fall into one of the general categories of: School Bus, Contracted Vehicle (CV), Parent-Operated (Parent), Taxi-Company-Operated (Taxi), Public Transit (Transit), and Not Transported.

- **School Bus** is a chrome yellow or MFSAB bus (designed specifically for the school transportation) and varies by size, capacity, and accessibility. There are six school bus types based on size, capacity, and accessibility.
  - Full-Size: School bus with passenger seating capacity of 49 and over.
  - Full-Size-Adapt: School bus, which includes wheelchair, with passenger seating capacity of 49 and over.
  - Mid-Size: School bus with passenger seating capacity of 31 to 48.
  - Mid-Size-Adapt: School bus, which includes wheelchair, with passenger seating capacity of 31 to 48.
  - Mini-Size: School bus with passenger seating capacity of 10 to 30.
  - Mini-Size-Adapt: School bus, which includes wheelchair, with passenger seating capacity of 10 to 30.

- **Contracted Vehicle** is a vehicle (that is not a school bus) operated by a school bus operator, under contracts with Consortia and School Boards, that are mainly used for home-to-school (and vice versa) student transportation. There are five contracted vehicle types based on size, capacity, and accessibility.
  - Sedan: School-purposes sedan with passenger seating capacity of up to 4.
  - Mini-Van: School-purposes minivan with passenger seating capacity of up to 6.
  - Mini-Van-Adapt: School-purposes minivan, which includes wheelchair and ambulatory, with passenger seating capacity of up to 6.
  - Large-Van: School-purposes large van with passenger seating capacity of 7 to 10.
  - Large-Van-Adapt: School-purposes large van, which includes wheelchair and ambulatory, with passenger seating capacity of 7 to 10.

- **Parent-Operated** is a vehicle owned and operated by a parent; and used to transport children other than their own for home-to-school (and vice versa) student transportation.

- **Taxi-Company-Operated** is a taxi company-operated vehicle, licensed by a local municipality and used for fare-paying customers; the primary purpose of this vehicle is not for student transportation services.

- **Public Transit** encompasses buses, trains, and subways operated by municipalities. These transportation services charge established fares and adhere to specific routes and schedules, providing accessible transportation to the public.

- **Not Transported** is the category assigned to students who have not been allocated any of the transportation modes mentioned above.

Vehicle Types encompass all vehicles that fall within the first four transportation modes outlined above, and include: Full-Size, Full-Size-Adapt, Mid-Size, Mid-Size-Adapt, Mini-Size, Mini-Size-Adapt, Sedan, Mini-Van, Mini-Van-Adapt, Large-Van, Large-Van-Adapt, Parent-Operated, Taxi-Company-Operated.

Table 2.1. Data Entry Instructions for Routes Report

Column Name	Column Definition	Instructions
Consortia Number	A unique Consortium ID, which is assigned by the Ministry to Consortia.	Numeric (assigned by ministry from 1 to 34)
School Year	The year to which the data in the Routing Simulation Reports pertains.	YYYY-YY (i.e., 2024-25)
Reporting Date	The date when the Routing Simulation Reports are generated.	YYYY-MM-DD
Vehicle Type	The vehicle used to transport the student from home-to-school (and vice versa). It includes various vehicles falls under certain transportation mode (i.e., School Bus, Contracted Vehicle (CV), Parent-Operated or Taxi-Company-Operated), as defined in Section 2.1.1.	Full-Size, Full-Size-Adapt, Mid-Size, Mid-Size-Adapt, Mini-Size, Mini-Size-Adapt, Sedan, Mini-Van, Mini-Van-Adapt, Large-Van, Large-Van-Adapt, Parent-Operated, Taxi-Company-Operated
Route ID	A unique identifier for a route which is a path that a vehicle follows throughout the course of a single day. A route should contain at least one run in the morning and at least one run at noon and/or in the afternoon. The distance and time attributed to this route is equal to the sum of the distance and time of the run, deadhead, link, and slack associated with each run that is part of the route. To differentiate between routes, each route must have a unique route ID (as assigned by Consortia).	Alphanumeric (assigned by Consortia)
Start Time	Start time refers to the specific points in time related to the transportation operations of a school or organization, and is specified as follows: • For **Run** rows: The time marking the initiation of the school's transportation service, signifying when the first student of the school is picked up. • For **Run RL** rows: The time denoting the commencement of the entire transportation run, representing when the first student of the overall run is picked up. • For **Link/Slack** rows: The start time of the link or slack that will connect to the next run, occurring after the last student of the previous run has been dropped off. • For **Deadhead** rows: The time when the last student of the last run is dropped off, indicating the conclusion of the transportation service for the given run.	24-hour time format as hh:mm

Run ID	An identifier for a run which is a single journey during which at least one student is transported on a vehicle from home-to-school or vice versa, and is specified as follows: • For **Run** rows: Examples AM1, PM1 • For **Total Run/Load** rows: Corresponding Run ID followed by "-RL" (e.g., AM1-RL, PM1-RL) • For **Link/Slack** rows**:** "Link/Slack" • For **Deadhead** rows**:** "Deadhead"	Examples: AM1, AM1-RL, Link/Slack, Deadhead
Schedule	The time of day when the run occurs. There are three types of schedules for a run: • AM: A run in the morning, where students are transported from home-to-school. • Noon: A mid-day run, where students are transported either from home-to-school or school-to-home. • PM: A run in the afternoon, where students are transported from school-to-home.	AM, PM, NOON
Board ID	A five-digit School Board (financial) ID, which is assigned by the Ministry to School Boards.	- Numeric (length: 5) - Blank for rows of Total Run/Load, Link/Slack, and Deadhead
School BSID	A six-digit School (facility) ID, which is assigned by the Ministry to a School Boards individual schools.	- Numeric (length: 6) - Blank for rows of Total Run/Load, Link/Slack, and Deadhead
Eligibility	The Indication of whether the riders on a run are eligible for transportation funding, as specified in Section 2.2.1.	- "Y" for Eligible students, "N" for Ineligible students - Blank for rows of Total Run/Load, Link/Slack and Deadhead
# of Riders Weighted as 1	The number of riders (students) assigned a weight of 1 to a seat on an eligible vehicle. The weight assigned is determined by considering the age, size, and specific accommodation needs of each student. Riders are weighted as **1 (elementary students)**, 1.5 (secondary students), or 3+	- Numeric >=0 - 0 for rows of Total Run/Load, Link/Slack and Deadhead

	(STN students, including those requiring a wheelchair), reflecting their respective requirements and circumstances.	
# of Riders Weighted as 1.5	The number of riders (students) assigned a weight of 1.5 to a seat on an eligible vehicle. The weight assigned is determined by considering the age, size, and specific accommodation needs of each student. Riders are weighted as 1 (elementary students), **1.5 (secondary students)**, or 3+ (STN students, including those requiring a wheelchair), reflecting their respective requirements and circumstances.	
# of STN Riders	The number of riders (students) who have Special Transportation Needs (STN), identified by conditions that require special transportation, such as a School Board (e.g., through IPRC or IEP processes); approved documentation (e.g., an application/request form and/or medical note indicating a medical condition requiring transportation; or attendance to a designated specialized program or approved local treatment centre.	
Weight of STN Riders	Weighting factor used for riders who have Special Transportation Needs on the run.	
# of Transfer Riders Weighted as 1	The number of riders (assigned a weight of 1) who are seated on an eligible vehicle and are transferring to this run from another prior run.	
# of Transfer Riders Weighted as 1.5	The number of riders (assigned a weight of 1.5) who are seated on an eligible vehicle and are transferring to this run from another prior run.	
# of Transfer STN Riders	The number of STN riders who are seated on an eligible vehicle and are transferring to this run from another prior run.	
Weight of Transfer STN Riders	Weighting factor used for riders who have Special Transportation Needs on the run and who are transferring from one run to another.	
# of Monitors	The number of bus monitors (attendants or assistants) who aid in the supervision of students who are on an eligible vehicle.	
Monitor Weight	Like riders, monitors can also be given a weight, based on their age, size and accommodation needs.	
Deadhead (km)	The distance from the drop off location of the last run of a route back to the pickup location of the first run of the route.	- Numeric >=0 (Measured in km with 2-decimal points)
Link (km)	The distance between two runs (from the last drop off of one run to the	- 0 for rows of Total Deadhead

	first pickup of the next run), excluding deadhead.	
Run/Load for the School (km)	The distance that the run covers while students are onboard for a given school.	
Total Run/Load (km)	The total distance that the run operates with students onboard for all schools encompasses the duration from the first student being picked up to the last student being dropped off for a particular run.	
Total Ride Distance by School (km)	Aggregate total ride distance traveled by each student during the run.	
Deadhead (min)	The time from the drop off location of the last run of a route back to the pickup location of the first run of the route.	- Numeric >=0 (Measured in min with 2-decimal points) - 0 for rows of Total Run/Load, Link/Slack and Deadhead
Link (min)	The time between two runs (from the last drop off of one run to the first pickup of the next run), excluding deadhead.	
Slack (min)	A measurement in time between two runs where the vehicle is idle and waiting for the next run to begin.	
Run/Load for the School (min)	The time that the run covers while students are onboard for a given school.	
Total Run/Load (min)	Total time that the run operates with students onboard for all schools (from the time the first student is picked up to the time that the last student is dropped off for a given run).	
Total Ride Time by School (min)	Aggregate total ride time traveled by each student during the run.	
Operator BIN	An operator's Business Identification Number.	Numeric (e.g., 123456789)
Start Date	The date (during the regular school year) on which a route is planned to begin operating.	YYYY-MM-DD
End Date	The date (during the regular school year) on which a Route is planned to stop operating.	YYYY-MM-DD
Planned # Days per Week	Number of days per week (during the regular school year) that a Route is planned to operate.	Numeric (1 to 5)
Actual # Days per Year	Actual number of running days for year-end survey	Blank for routing simulation

2.2. Students Report

In the Students Report, it is essential to include the students specified in Section 2.1 and assign the appropriate Student Type. Detailed data entry instructions for this report can be found in Table 2.2.

2.2.1. Transportation Eligibility Type

The designation of a student's transportation eligibility type is determined by factors such as their distance eligibility, individual circumstances, and the program they attend. There are a total of 9 transportation eligibility types, which are as follows: STN Distance, Program Distance, General Distance, STN, Hazard, Provincial / Demonstration Schools, ECPP (Education and Community Partnership Program) or Section 23, Tuition Agreement, Courtesy, and Not Eligible. These 9 types are categorized into two groups: Eligible Students and Ineligible Students.

- **Eligible** is a student who is Eligible, as per funding through the Student Transportation Grant, including:
    - STN Distance: A student who is eligible for transportation as per distance eligibility criteria and has been identified by the School Board as having special transportation needs (e.g., through Identification, Placement, and Review Committee (IPRC) or Individual Education Plan (IEP) processes).
    - Program Distance: A student who is eligible for transportation as per distance eligibility criteria and is attending a program school offering specialized programs such as French Immersion, Gifted, or Magnet.
    - General Distance: A student who is eligible for transportation as per distance eligibility criteria and does not have special transportation needs and is not attending a program school.
    - STN: A student who is not eligible for transportation as per distance eligibility criteria but has been identified as having special transportation needs (see Section 1.2. of the Routing Simulation Guidelines).
    - Hazard: A student who is not eligible for transportation as per distance eligibility criteria but faces conditions that may pose safety risks if the student were to walk from home-to-school and vice versa (see Section 1.2. of the Routing Simulation Guidelines).

- **Ineligible** is a student who is not eligible, as per funding through the Student Transportation Grant, including:

- o Courtesy: A student who is not eligible for transportation as per distance eligibility criteria but has been assigned transportation due to vacancies (i.e., an empty seat) on a vehicle.
- o Not Eligible: A student who is not eligible for student transportation services as per distance eligibility criteria.
- o Provincial / Demonstration Schools: A student that is enrolled in a Provincial or Demonstration School (e.g., schools for the deaf, blind or those who have severe learning disabilities) or the Centre Jules Léger Consortium.
- o Education and Community Partnership Program (ECPP): A student who cannot attend regular school due to their primary need for care, treatment, rehabilitation services and/or due to a court order to serve a custody or detention sentence.
- o Tuition Agreement: An Indigenous student who is attending a public school where a tuition/fee agreement applies OR an international student who is paying tuition to attend a public school.

Table 2.2. Data Entry Instructions for Students Report

Column Name	Column Definition	Column Instructions
Consortia Number	A unique Consortium ID, which is assigned by the Ministry to Consortia.	Numeric (From 1 to 34)
School Year	The year to which the data in the Routing Simulation Reports pertains.	YYYY-YY (i.e., 2024-25)
Reporting Date	The date when the Routing Simulation Reports are generated.	YYYY-MM-DD
Board ID	A five-digit School Board (financial) ID, which is assigned by the Ministry to School Boards.	- Numeric (length: 5) - Blank for rows of Total Run/Load, Link/Slack, and Deadhead
School BSID	A six-digit School (facility) ID, which is assigned by the Ministry to a School Boards individual schools.	- Numeric (length: 6) - Blank for rows of Total Run/Load, Link/Slack, and Deadhead
Anonymized Student Number	Unique number assigned to an individual student.	Numeric (length: 32)
Grade	The grade that a student is in (as indicated by the School Board).	Text
BLANK		Leave it blank
Transportation Eligibility Type	The student's transportation eligibility type, based on their distance eligibility, circumstances and/or program attended. There are nine transportation eligibility types, as specified in Section 2.2.1.	STN Distance, Program Distance, General Distance, STN, Hazard, Tuition Agreement, Provincial / Demonstration Schools, ECPP, Not Eligible, Courtesy
Assigned Transportation	The indication of whether a student has been assigned a seat on a vehicle (i.e., opt-in) or not (i.e., opt-out or not eligible for student transportation services). This includes students who are assigned transportation, which may involve receiving public transit tickets or passes.	"Y", "N" (incl. Opt-Out / Not Eligible)
Transportation Mode	The transportation mode (i.e., vehicle) used to transport the student from home-to-school (and vice versa). A student's transportation mode can fall into one of the general categories of: School Bus, Contracted Vehicle (CV), Parent-Operated, Taxi-Company-Operated, Public Transit, and Not Transported, as defined in Section 2.1.1.	School Bus, CV, Parent, Taxi, Transit, Not Transported
Out-of-District	An indication of whether a student is within a School Board's boundaries or not.	"Y" for students within board district, "N" for students outside board district

Distance from Home Address to School (km)	The distance from the student's home address to the student's designated school.	Numeric >=0 (Measured in km with 2-decimal points)
Walk Distance from Transportation Service Address to Pickup Point (km)	The distance from the drop-off point (e.g., bus stop) to the student's transportation service address.	Numeric >=0 (Measured in km with 2-decimal points)
Ride Distance from Pickup Point to School (km)	The distance from the pickup point (e.g., bus stop) to the student's designated school.	Numeric >=0 (Measured in km with 2-decimal points)
Ride Time from Pickup Point to School (min)	The time from the pickup point (e.g., bus stop) to the student's designated school.	Numeric >=0 (Measured in min with 2-decimal points)
Ride Distance from School to Dropoff Point (km)	The distance from the student's designated school to the drop-off point (e.g., bus stop).	Numeric >=0 (Measured in km with 2-decimal points)
Ride Time from School to Dropoff Point (min)	The Time from the student's designated school to the drop-off point (e.g., bus stop).	Numeric >=0 (Measured in min with 2-decimal points)
Walk Distance from Dropoff Point to Transportation Service Address (km)	The distance from the drop-off point (e.g., bus stop) to the student's transportation service address.	Numeric >=0 (Measured in km with 2-decimal points)
FSA	The Forward Sortation Area (FSA) that a student's home address is located in.	The first 3 digits of the postal code (A1A)

3. Reports Guidelines

3.1. Saving the Reports

The Routing Simulation reports must be saved according to the following criteria:

- The reports must be saved as a CSV file. The filename should reflect the report's name, the Consortium's site number, and the date during which the report has been generated.
    - Example: For Niagara Student Transportation Services, Routes Report is to be submitted as "ROUTE_08_2023-12-05.CSV".
    - Example: For Niagara Student Transportation Services, Students Report is to be submitted as "STUDENT_08_2023-12-05.CSV".

For Consortia that do not have access to the latest version of the software or encounter challenges while using the software, manually complete the reports following the provided format. Ensure that the reports are saved according to the aforementioned format for consistency and ease of reference.

3.2. Submitting the Reports

Prior to submitting their Routes Report and Students Report, Consortia are required to utilize the Data Quality Check Tool to verify the accuracy of their submission. Note that the Data Quality Check Tool will be provided to Consortia at a later date.

After validation, Consortia must submit both the validated and completed reports along with the results derived from the Data Quality Check Tool to the Ministry's SharePoint site. Follow the instructions below for a successful submission:

- Navigate to the Ministry's SharePoint site.
- Click the folder for your Consortium.
- Click the folder titled "2024-25".
- Click the folder titled "Routing Simulation".
- Click the folder titled "Routing Simulation Submissions".
- Upload the reports.

Consortia must submit the validated and fully completed Routes Report and Students Report, along with the accompanying Data Quality Check Tool, no later than December 15th, 2023.