

**Ministry of Education**

School Board Advanced Supports Branch  
315 Front Street West  
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Toronto, ON M7A 0B8

**Ministère de l'Éducation**

Direction du soutien amélioré aux conseils scolaires  
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**2023: SB11**

**Date:** August 18, 2023

**Memorandum to:** Senior Business Officials  
Transportation Consortia Managers

**From:** Mehul Mehta  
Director  
School Board Advanced Supports Branch

**Subject:** **Student Transportation – Start-up Survey and Daily Cancellation Report for 2023-24 School Year**

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Safe and reliable transportation services, with minimal disruption, is an important factor to get students back to school and to ensure that they benefit from a stable and normal school experience.

The Ministry of Education (“ministry”) acknowledges the tremendous efforts school boards and transportation consortia along with school bus operators make to deliver safe and reliable transportation services to students across the province.

In preparation for the upcoming 2023-24 school year, this memorandum is requesting transportation consortia to provide the following reports to the ministry.

**Start-up Survey**

In keeping with previous years, the Start-up Survey is intended to understand the status of readiness of routes for the start of the 2023-24 school year. The survey can be accessed via this link: <https://forms.office.com/r/UpjZM7Z4hG>.

Transportation consortia are asked to submit responses weekly for 2 weeks beginning on Monday, August 21<sup>st</sup>, 2023 as per the schedule in the following table. From August 21<sup>st</sup> to August 24<sup>th</sup>, transportation consortia are to submit one complete survey. If there are any

updates to transportation consortia’s plans, then a second survey outlining changes is to be submitted between August 28<sup>th</sup> and August 31<sup>st</sup>. The table below lists the opening and closing times of the weekly survey.

	<b>Response Type</b>	<b>Opening Time</b>	<b>Submission Deadline</b>
<b>Week #1</b>	Complete Survey (required)	August 21 <sup>st</sup>	Noon, August 24 <sup>th</sup>
<b>Week #2</b>	Status Updates (if any)	August 28 <sup>th</sup>	Noon, August 31 <sup>st</sup>

### **Daily Cancellation Report**

With the introduction of the new Student Transportation Grant and enhanced reporting starting in the 2023-24 school year, transportation consortia are to submit Daily Cancellation Reports beginning in September 2023.

The Daily Cancellation Report will provide a list of routes that are cancelled each day along with the reason for cancellations including, but not limited to, unavailable driver or vehicle, or inclement weather.

The Daily Cancellation Report is to be submitted starting with the first day of school in September 2023, continuing each school day for the duration of the 2023-24 school year.

The reporting instructions for the Daily Cancellation Report along with the templates are included as attachments to this memo.

If you have any questions, comments, feedback, or require support, please contact the Student Transportation team at [student.transportation@ontario.ca](mailto:student.transportation@ontario.ca).

Sincerely,

*Original signed by*

Mehul Mehta  
Director  
School Board Advanced Supports Branch

Attachments:

1. 2023-24 Daily Cancellation Reporting Instructions
2. 2023-24 Daily Cancellation Report Template